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QUILPIE SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION

1.1	Title	Manager Engineering Services
1.2	Award	Not applicable
1.3	Level	Contract
1.4	Department	Engineering Services

2. PRIMARY OBJECTIVES

2.1 Objectives of Position

- ◆ Principal technical and engineering advisor to Council and the Chief Executive Officer
- ◆ Manager of works & technical staff, programs and outcomes

2.2 Within the Section

- ◆ Achieve harmonious co-operation between work group personnel
- ◆ Have an awareness of Workplace Health and Safety issues and obligations
- ◆ To ensure the appropriate training of staff to meet the position objectives

2.3 Within the Organisation

- ◆ Liaise with other sections with regard to the prioritisation of work to be undertaken
- ◆ Have a customer-oriented perspective with regard to ratepayers and other external customers
- ◆ Achieve harmonious co-operation with other personnel in Council's organisation

3. REQUIREMENTS OF THE POSITION

3.1 Skills

- ◆ Planning, design, specification and estimation of civil engineering works
- ◆ Ability to manage various, concurrent construction and maintenance projects and quality control for same
- ◆ Work programming skills to deliver efficient and effective utilisation of resources
- ◆ Ability to implement practices, including training, development and motivation of subordinate staff and to deal with disciplinary issues
- ◆ Effective time and task management skills, including the ability to effectively deliver multiple projects concurrently

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- ◆ Ability to prepare technical reports & formulate recommendations
- ◆ Other communication skills (written and verbal), including personal, letter-writing, telephone and computer data communications
- ◆ Holder of a current Queensland “C” class driver’s license

3.2 Knowledge

- ◆ Detailed knowledge of civil engineering practices and local government civil works, particularly in relation to road construction/maintenance, water/sewerage supply, plant deployment and maintenance, refuse management and parks and gardens operations
- ◆ Knowledge of safe work practices and responsibilities under the Work Health & Safety Act; and
- ◆ Participate in training sessions as required

3.3 Experience and / or Qualifications

- ◆ Qualifications in Civil Engineering (desirable)
- ◆ At least 10 years experience in road construction and maintenance fields
- ◆ At least 5 years management experience in a local government engineering (supervision) role
- ◆ Extensive experience in Main Roads contract works

4. KEY DUTIES & RESPONSIBILITIES

4.1

- ◆ Management of works & technical staff and delivery of results in the following programs:
 - Roads & Transport (roads and airstrips)
 - Asset Management
 - Civil Works
 - Water Supply
 - Sewerage & Drainage
 - Design
 - Quality
 - Plant and Workshop
 - Refuse Management
 - Parks and Gardens
- ◆ Provide forward planning and programming of approved works, embodying the application of engineering and management principles and practice
- ◆ Be Council’s principal technical and engineering advisor
- ◆ Abide by and enforce the requirements of Council’s Work Health & Safety Policy and Quality System as required; and
- ◆ Liaise with Council staff and external suppliers as required to ensure the efficient operations of the Works & Technical Services Department

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5. ORGANISATION RELATIONSHIPS

5.1 Reports to:

- ◆ Chief Executive Officer
- ◆ Liaises with all sections of Council but particularly the Works Coordinator

5.2 Accountability:

- ◆ Accountable to Chief Executive Officer and Council for quality, effectiveness and timeliness of services and activities in key areas of responsibility

5.3 Liaisons:

- ◆ Liaise with Chief Executive Officer, Managers, State and Federal Government Departments, community and members of the public.

6. EXTENT OF AUTHORITY

- ◆ Exercise initiative in the “Key Duties & Responsibilities” as outlined

7. WH&S DUTY STATEMENT

7.1 All Quilpie Shire Council employees have a duty under the Workplace Safety & Safety Act 2011 Section 28

- ◆ While at work, all Quilpie Shire Council worker’s must:-
 1. Take reasonable care for his or her own health and safety; and
 2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 3. Comply, so far as the worker is reasonably able, with any reasonably instruction that is given by the person conducting the business or undertaking to allow there person to comply with this Act; and
 4. Co-operate with any reasonably policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers

8. OTHER INFORMATION

8.1 It is a requirement of all staff to uphold the Council’s equal opportunities policy, and to ensure that the intention and spirit of that policy is followed in their work, including the work of others for whom they are responsible

8.2 All employees must give full support to Work Health and Safety legislation. Active co-operation is expected with those responsible for the effective planning, organisation and monitoring of employees health and safety

8.3 All employees are bound to act in accordance with the Local Government Act 2009 and the provisions of the Council’s Code of Conduct

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9. SELECTION CRITERIA

- 9.1
- ◆ SC1 Extensive “hands on” experience in contemporary road construction and maintenance practices and procedures
 - ◆ SC2 Extensive experience in allocating and managing resources
 - ◆ SC3 Qualifications in a Civil Engineering discipline (Desirable)
 - ◆ SC4 At least ten (10) years experience in road construction and maintenance fields
 - ◆ SC5 Extensive experience in Main Roads contracts and works
 - ◆ SC6 At least five (5) years experience as a local government engineer/manager
 - ◆ SC7 Management experience/qualifications and a commitment to modern human resource management practices/procedures
 - ◆ SC8 Proven ability to manage multiple projects concurrently and deliver results
 - ◆ SC9 Strong communication and interpersonal skills including the ability to relate effectively technical, administrative and outdoor operational staff

10. WH&S DUTY AND RESPONSIBILITY STATEMENTS

All employees have a legal duty to comply with statutory and Quilpie Shire Council WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the Quilpie Shire Council WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Quilpie Shire Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
8. Attending any toolbox, team talks or specific training supplied by Quilpie Shire Council.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees or the public.
11. Report any concerns for WH&S to your Supervisor.

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Date Reviewed: 4 November 2013

Approved By:

Dave Burges

Chief Executive Officer