Position Description
As At 01-Jul-2018

Position Title: Engineering Services Coordinator
Position Code: 1304
Department: Infrastructure Services
Business Unit: Infrastructure Planning & Delivery
Work Group: Technical Services
Position Classification: Band 8
Effective Date: July 2019

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

1.1 To provide direction as required on projects, engineering development and engineering design.
1.2 To efficiently and effectively manage Council’s Technical Services Unit in the delivery of design, development, construction and project management.
1.3 To provide strategic direction in all aspects of engineering.

2.0 Key Responsibilities

2.1 Engineering

2.1.1 Provide engineering advice and expertise to internal and external stakeholders in the planning, design, development and management of infrastructure including roads, bridges, buildings, drainage, flood mitigation and waste.
2.1.2 Manage Council’s engineering function in Development Engineering, ensuring that applications and works are reviewed, managed and controlled in accordance with applicable standards, policy and legislation and that Council assets are protected throughout Development.
2.1.3 Manage the design aspect of project management including detailed design work, specification development and cost estimates for various projects.
2.1.4 Investigate, analyse and provide technical solutions for engineering issues and associated risk and introduce problem solving processes.
2.1.5 Manage all aspects of road safety including traffic management plan approvals and attend meetings with external authorities to discuss road safety and traffic matters.
2.1.6 Manage and control time, budget expenditure and resources to deliver high profile projects to achieve organisational targeted outcomes.

2.2 Management and Leadership

2.2.1 Produce reports and make presentations as required to Council, Corporate Management Team, Senior Management Team and at other forums.
Position Title: Engineering Services Coordinator
Position Code: 1304

2.2.2 Inform budget for the Technical Service Unit and regularly monitor budget to ensure compliance with all necessary parameters and reporting requirements.

2.2.3 Develop, implement and monitor individual and team action plans, developed in consultation with team members and the Manager - Infrastructure Planning and Delivery.

2.2.4 Ensure the operations of the unit are financially sustainable and reporting requirements are complied with.

2.2.5 Provide an active mentoring role in the professional development of staff.

3.0 Core Physical Requirements

3.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.

3.2 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

3.3 Capacity to work in an outdoor environment for varying periods of time.

4.0 Accountability and Extent of Authority

4.1 Participate in policy development by the use and application of proven professional engineering procedures and knowledge. The position provides discreet professional engineering advice to the Council.

4.2 Accountable for the provision of expert engineering advice on strategic policy matters applicable to engineering.

4.3 Accountable for the effective management and development of a team of engineers and technical staff in the delivery of engineering activities.

5.0 Judgement and Decision Making

5.1 This position has a significant degree of autonomy and will be required to make decisions that have long-term outcomes and effects on Council and the community.

5.2 Advanced technical skills will be required to solve problems of a complex nature and will require advanced decision making skills to make choices from multiple options.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and skills

6.1.1 Developed skills and ability in the application of civil engineering investigation, design and construction practices and techniques.

6.1.2 Highly developed analytical and investigative skills.

6.1.3 Strong project management skills.

6.1.4 Advanced decision making skills.

6.1.5 A sound knowledge of budgeting, accounting and financial procedures.

6.1.6 A sound knowledge of OH&S and risk management.

6.2 Management Skills

6.2.1 Demonstrated skills in managing time, setting priorities, planning and organising own work and other employees to ensure specific and set objectives are achieved despite competing demands for time.

6.2.2 Ability to motivate and develop specialist professional staff on an individual and a team basis.

6.3 Interpersonal Skills
Position Description
As At 01-Jul-2018

Position Title: Engineering Services Coordinator
Position Code: 1304

6.3.1 Ability to gain cooperation and assistance from peers, consultants, developers, agency representatives, members of the public and other employees to achieve the objectives of the unit.

6.3.2 Highly developed interpersonal and communication skills

7.0 Qualifications and Experience

7.1 Qualifications as a Professional Engineer admitting to membership of Engineers Australia and/or significant relevant experience

7.2 Significant experience in management preferably in local government, state government or the development industry.

7.3 Specialist knowledge in civil engineering investigation, design and construction practices and techniques.

8.0 Key Section Criteria

8.1 Qualifications as a Professional Engineer admitting to membership of Engineers Australia and/or significant relevant experience

8.2 Significant experience in management preferably in local government, state government or the development industry.

8.3 Proficiency in the application of civil engineering investigation, design and construction techniques.

8.4 Strong management skills with the ability to motivate and develop specialist professional staff.

8.5 Demonstrated skills in resource management together with a sound knowledge of budgeting, project management and project delivery.

8.6 Ability to write clear and concise reports for the provision of expert engineering advice and recommendations on engineering matters.

8.7 Sound knowledge of OH&S, Legislation, Codes of Practice, Acts and Standards applicable to Engineering and Local Government.

8.8 A current drivers license.

9.0 Authorisation

Authorised by: Director - Infrastructure Services

Date: 

Employee's Signature

Date: 

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