

## LACHLAN SHIRE COUNCIL



### Position Description

- Position Title:** Roads Coordinator
- Salary:** Grade 11-12
- Award:** Local Government State Award as varied by the Lachlan Shire Council Enterprise Agreement
- Hours of Work:** 38 hours per week
- Responsible to:** Manager - Roads
- Supervises:** Overseers
- Legislation:** WHS Construction Induction Certificate
- Delegations:**
- Authorise expenditure within designated budget up to a maximum amount of \$5,000 per order/occasion.
  - Approve use of recreation facilities except for swimming pools.
  - Respond to correspondence
- Responsible for:** Providing technical support to the Infrastructure Services Department developing and managing projects and providing support to other staffs and engineers across program areas
- Brief Description:** Roads Coordinator, as one of a team of technical services staff, is a key member of the Infrastructure Services Department. This position is responsible for managing and supervising operational staff, construction works/projects of roads, bridges and storm water and management of road network in accordance with Council's goals for continuously improving services. It also involve the investigation, planning and development of engineering projects, for town and rural improvement works that may include roads, kerb and gutter, drainage, signs, lines and bridge construction. The Infrastructure Services Department operates as a team and the Roads Coordinator, managers are required to assist each other as necessary. This team provides quality engineering services with a strong focus on customer relations.
- Multi-skilling:** In accordance with the Award, the incumbent and Council are committed to improving the skill levels and removing impediments to multi-skilling and broadening the range of tasks that the employee may be required to perform.

**Major Tasks:**

- Provide management and supervision of operational staff and contractors delegated to this position.
- Managing and supervising construction works/projects of roads, bridges and stormwater.
- Investigate, plan, develop and manage identified engineering projects for Council
- Assist with the management and developing works program of Council's road network.
- Participate in forward planning, budgeting and scheduling of works programs for major works.
- Prepare estimates for Council's annual budget in the program area.
- Complete reviews of staff, when required, including training plans
- Ensures compliance with all relevant legislation.
- Apply Council policy and procedures. Observes safe work practices at all times including the immediate reporting of any real or potential safety hazards.
- Advises all staff and contractors of WH&S and EEO requirements to be observed in accordance with legislative requirements and Council policies.
- Respond to routine correspondence.
- Set out road works. Provide operational and technical advice to Overseers.
- Assist in developing and implementing signs, lines and guardrail inventory.
- Complete assigned capital and maintenance works in an effective manner, within agreed timeframes and required standard.
- Maintain the contractual and funding relationship with RMS and other funding authorities and clients.
- Identify possible areas for policy development or improvement in the policy
- Review annual and five year roads program to monitor progress and align with Long Term Financial Plan.
- Report to the Manager Roads – Infrastructure Services on a monthly basis as to progress in the program area. Maintain detailed project files.
- Ensure that Council complies with its licence requirements under the Protection of the Environment Operations Act 1997.
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services.
- Performance of such duties that are within the limits of the employee's skill, competence and training.
- Undertake role of Production Manager and Mine Manager in accordance with Council's licensed gravel pits.

**Management Plan Targets:**

- To be advised

**Performance Criteria:**

- Community input into projects actively sought, where appropriate
- Completion of all staff, 3 monthly, 6 monthly and annual reviews for relevant staff
- Agendas sent for all committee meetings 5 working days in advance and minutes of meetings completed within 3 working days of meetings
- Conveys and encourages corporate targets to staff
- Contribution to and implementation of Business plans with such plans reflecting and achieving the Management Plan objectives
- Documentation of actions to be taken to meet objectives
- Promotion of Council positively both within and outside of the organisation
- Completion of work in a professional manner

- Completion of works within budget and on or within target
- Ensure implementation of appropriate safety procedures
- Ensure compliance with EEO provisions
- Level of compliance with Council policy and procedures
- Level of liaison with other Council staff and work teams
- Gravel Pits managed to support roadwork activities

**Work Health and Safety Obligations:**

1. Review the performance of the operational area of responsibility to ensure compliance with the Council's risk management procedures
2. Provide information as required on the operational area's contribution as to Council's work health and safety performance
3. In reviewing the performance of supervisors or staff ensure that the performance review criteria are incorporated into the performance agreement as part of promoting a safer Council
4. In undertaking the performance review, or annual review, of supervisors or staff where necessary draw attention to the need to improve performance with regard to implementing occupational health and safety policies and procedures
5. Provide support and guidance to supervisors and staff to assist them promote a safer Council workplace
6. Satisfy them self that the operational area that they are responsible for have the capacity to undertake the tasks in a safe manner
7. Identify all foreseeable hazards
8. Ensure that the approach adopted for determining risk assessment is suitable for producing dependable assessments
9. That all risk management procedures represent practical solutions to controlling the assessed risks
10. With regard to the proposed risk management procedures ensure that there is available the resources, technical expertise and skills to enable staff to implement the proposed risk management procedures
11. Where necessary arrange for Council employees to undertake appropriate training to carryout the risk management procedures
12. In reviewing the hazards identification, risk assessment, and the risk management procedures to be adopted by Council consideration is given to other persons who are not employees of Council and who may be at the workplace
13. Ensure that all Council's hazard identification, risk assessment and risk management procedures are appropriate for the undertaking of the operational tasks the Roads Co-ordinator is responsible
14. While at a Council workplace ensure that Council's risk management procedures are observed
15. Provide support and guidance to supervisors to assist them to promote a safer Council workplace
16. Demonstrate a commitment to supporting a safe Council workplace
17. Establish a high standard of commitment for occupational health and safety
18. Be a good role model for employees
19. Promote a safer Council

Roads Co-coordinators are not to tolerate breaches of risk management procedures. Where a works coordinator observes a breach of risk management procedures the Roads Co-coordinator is to;

1. Instruct employees to cease an unauthorised/unsafe practice
2. Instruct employees as to the appropriate risk management procedures to be followed

3. Review with employees their understanding of the appropriate risk management procedures to be followed
4. Cease, or insist that, any breach of risk management procedure under the Roads Co-ordinator's control is ceased immediately
5. If the breach continues consider further training of staff
6. If necessary refer the matter to the responsible Director for possible disciplinary action in accordance with the disciplinary procedures under the Award

**Performance Criteria – WH&S:**

- Level of compliance with Council's work health and Safety programs and policies
- Level of implementation and application of appropriate safety procedures programs and policies
- All foreseeable hazards have been identified
- With regard to the identified hazards that there has been an assessment of the risks undertaken
- To be satisfied that the approach adopted for undertaking the risk assessments is suitable for producing dependable risks assessment
- In consultation with Council employees and the appropriate manager, risk management procedures be developed to control the risks to an acceptable level
- Be satisfied that the adopted risk management procedures represent workable solutions for controlling the assessed risks
- Immediately attend to, including reporting of, any unsafe work practices or conditions

**Selection Criteria – Essential:**

- Degree in Civil Engineering or Diploma and/or extensive relevant work related experience
- Proven ability and demonstrated experience in planning and managing projects, project expenditure, estimating and delivery.
- Demonstrated experience in the effective supervision, motivation and/or monitoring of operational staff, consultants/contractors and other trades.
- Demonstrated high level communication skills, both verbal and written, research and problem solving skills and deal effectively with customers and others
- Demonstrated knowledge of Work Health and Safety legislation, EEO principles and practices.
- Ability to work within a team environment, negotiate issues to effectively resolve problems.
- Knowledge of computer applications including MS Office Suite, Maintenance management software, REFLECT, IntraMaps, and civil design software
- Self motivated, proactive and demonstrates initiative
- Knowledge of relevant Code, Acts, Regulations, Guidelines.
- Class C Drivers Licence

**Selection Criteria – Desirable:**

- Work Health and Safety for Supervisors
- Knowledge of Traffic Control Plans and ticket
- Experience in Local government
- Knowledge of mining related to gravel pit operations

**Indicative Training:**

- Construction Induction Certificate
- Contract management

- Work Health and Safety for Supervisors
- Presentations skills
- Project management skills, including Ms Project Management
- Computer skills and the ability to use appropriate applications
- Traffic Control Plans
- Awareness and implementation of Council Traffic Management Plans
- Knowledge of Council's Roads Risk Management Plan
- Improving your business writing
- Staff assessment and performance review
- Small Mines Management

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Director Infrastructure Services: \_\_\_\_\_

***Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.***