



Position Description

Non-supervisory Employees

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| Position Title | Operations Engineer – Transport and Stormwater Network |
| Section | Transport and Stormwater Network |
| Division | Infrastructure |
| Reports to | Operations Manager |
| Grade | 17 |
| Employment Status (FT/PT/Casual/Temp) | Full time |

Position purpose

To assist in the planning, programming and undertaking of maintenance activities on roads, roadsides, footpaths, cycleways, kerbs and guttering, drainage, bridge structures and all other assets within the Transport and Stormwater Network section. To provide a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.



Position specific responsibilities

The key duties you are expected to perform in your role.

- Comply with and enforce adopted Council Policies and Procedures;
- Remain proactive, effective and presentable and convey a positive Council image;
- Provide specialist engineering support to the Transport and Stormwater Network section through the planning, programming and implementation of maintenance programs, management of minor civil infrastructure works, resource estimation and reporting of civil infrastructure works as well as authoritative advice on engineering issues of operational importance;
- Provide continuous monitoring and period reporting of maintenance activities and status of maintenance programs, works are to be scoped, coordinated and quality verified once complete;
- Provide engineering advice and solutions to operational issues as they may arise;
- Ensure services are delivered to Council adopted standards, regulations and policies;
- Liaise with the Managers, Supervisors, Council officers and public authorities on matters arising on the implementation of the sections works programs;
- Implement and maintain systems to ensure legislative and statutory compliance with various Acts and Statutes of Law, particularly WHS, EPA and POEO regulations;
- Prioritise tasks, activities and resources based on relevant information in line with organisational objectives and agreed section plans;
- Ensure that appropriate consideration of environmental factors is included in all specific works
- Identify, manage and report HR related issues to supervisor;
- Coordinate with Engineers, Coordinators and Team Leaders the management of contractors, plant, labour and equipment;
- Conduct regular inspections and manage the expectations of the community in accordance with Council's Customer Service Charter and Customer Request Management system;
- Undertake works within Council's Project Management Framework and procure and manage contractor for civil works
- Undertake any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

| Values | Expected Behaviour |
|------------------------|--|
| Communication | <ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand |
| Accountability | <ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments |
| Professionalism | <ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues |
| Integrity | <ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work |
| Teamwork | <ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors |



Document Endorsement

| | | | |
|-------------|-------------------|----------------------|---|
| Date | 14.09.2017 | Group Manager | <u>Transport and Stormwater Network</u> |
| Date | <u>22.09.2017</u> | Director | <u>Acting Director Infrastructure</u> |

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____