

POSITION DESCRIPTION



Position Title	WORKS ENGINEER
Position Code	P081
Salary System Grade	Grade 5
Approved Date	D. Finnigan. 09/10/2017

Primary Purpose of the Position

The Works Engineer provides high quality professional, innovative and practical civil engineering support and project management, and assists in the best practice development, implementation and monitoring of maintenance and construction works carried out by Council's Works team.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Prepare and manage budgets for construction and maintenance works, and by constant, collaborative review ensure that program objectives are achieved within budget.
2. Ensure that works undertaken in construction, maintenance, and operation of Council's roads, bridges, storm water drainage, flood levees, parks, and other recreational facilities comply with relevant standards, guidelines, codes of practice, and legislation, and are carried out on time and within budget.
3. Contribute to the preparation of Council's Annual Budget in the relevant Works budget areas. Ensure regular monitoring and reporting of financial positions to the Manager Works, and through that position to Council as appropriate.
4. Manage, or assist as required, all aspects of the Roads and Maritime Services Road Maintenance Council Contract.
5. Develop tender documentation and quotations, and assist with the engagement of external service providers. Ensure management of external service providers is carried out in compliance with the Statewide Mutual best Practice Manual or approved Council contractor management system.
6. Assist with the development, review and practical implementation of Council's infrastructure asset management plans. Conduct periodic internal audits of the team's compliance with the approved capital and operational quality, safety, environmental and traffic management plans and procedures, including Safe Work Method Statements.
7. Ensure decision making processes are appropriate by ensuring a consultative approach supporting Council's SPIRIT values.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	Capability & Behaviour Descriptors
 <p>People Management</p>	<p>Leadership - Lead strategically with vision, employees and celebrate success with motivate and</p> <ul style="list-style-type: none"> Implement team priorities and goals appropriately to in line with organisational strategy Generate enthusiasm and gain commitment to goals Encourage the celebration of success and high performance
 <p>Core</p>	<p>Ethical Behaviour - Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values</p> <ul style="list-style-type: none"> Demonstrate honest, professional and ethical behaviour consistent with Council's SPIRIT Values, to set an example for others Act with integrity and professionalism within legislative and policy frameworks, and encourage others to do the same Encourage prevention and report on misconduct, illegal and inappropriate behaviour
 <p>Core</p>	<p>Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies</p> <ul style="list-style-type: none"> Demonstrate accountability and set an example for others Support the consistent application of delegations of authority, legislative frameworks and policies Identify and implement safe work practices, and apply a systematic risk management approach to operations

Key Tickets, Qualifications and Other Skills

Essential

1. A 4 year degree in Civil Engineering suitable to gain Professional Engineer member status with the Institution of Engineers (Australia) with relevant engineering experience.
 - Council is prepared to consider applicants with a Graduate Diploma in Civil Engineering (or equivalent) suitable for Engineering Technologist member status of the Institute of Engineers (Australia), coupled with extensive relevant engineering experience.
2. Considerable demonstrated work experience in:
 - The supervision and direction of works supervisors and contractors involved in road construction projects and maintenance activities on public roads;
 - The provision of on-site technical support for civil construction and maintenance works;
 - Project and contract management;
 - The coordination of operational resources within a fixed budget;
 - Traffic engineering, including the investigation and resolution of road safety issues.
3. Superior written and oral communication skills, including preparation of complex technical reports, delivery of presentations, and research skills.
4. Experience and demonstrated competence in the use of Windows based computer software including Word, Excel, and Project.
5. Demonstrated team building, conflict resolution and problem solving skills, and the ability to work in a team environment.
6. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
7. Demonstrated Advanced Key Capabilities as defined in the Key Capabilities Table (above).
8. Class C driver's license.

Desirable

1. Training and experience in auditing in the following fields: Risk; Quality, Work Health and Safety; Environmental management and compliance.
2. Demonstrated experience in the on-site technical management of works operations on state roads under the Roads and Maritime Services Road Maintenance Council Contract.
3. Experience with Aus-Spec (Nat-Spec) design and construction specifications.
4. Contract formulation, including the development of specifications, tendering and contract management and administration experience.