



Position Description

Position Summary

Position Title:	Maintenance Engineer
Position Status:	Permanent, full-time
Reports to:	Manager Engineering Works
Location:	Administration Building, Tamar Street Ballina
Applicable Grade:	Grade 16

Position Objective

- To coordinate the effective delivery of civil works maintenance programs as outlined in the Delivery Program through effective project management in line with agreed standards, targets and objectives.
- To undertake civil works planning and policy formation for the timely provision of infrastructure associated with the shire's growth.
- To provide professional advice regarding road maintenance and construction issues, regulations, policies and associated matters in a timely and courteous manner.
- To oversee and coordinate the operations of the Burns Point Ferry to ensure a quality ferry service to our community.
- To provide a high level of customer service to Council's internal and external clients on civil works maintenance related matters.

Organisational Relationships

Within Department:	Group Manager Civil Services Manager Engineer Works Construction Engineer Project Manager – Civil Construction	Roads Asset Engineer Engineering Assistant Team Leader Ferry Team Leader Road Maintenance Engineering Works staff
Within Council:	General Manager	All Council employees
External to Council:	Members of the public Contractors Regulating bodies	Local businesses Auditors Government organisations

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to maintenance related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Application of Technical Skills

- Coordinate the planning and development of Council's maintenance programs within the asset maintenance framework.
- Coordinate the delivery of civil infrastructure maintenance programs through effective project management.
- Undertake inspections and reporting of civil works programs, including developments and handover of assets, to monitor the efficiency, compliance and condition of infrastructure.
- Coordinate the implementation of a maintenance program that promotes a proactive and efficient approach.
- Promptly respond to and manage identified problems and/or non-compliance issues.
- Liaise with Government authorities in sourcing grants and obtaining approvals for projects.
- Oversee and coordinate the operations of the Burns Point Ferry to ensure a quality ferry service to our community.
- Ensure all work is carried out in accordance with legislation, industrial and Council policy standards.
- Develop section capacity through process improvement.
- Carry out other functions and responsibilities as directed.

Subcontractor Supervision

- Coordinate the engagement and monitoring of contractors for civil works maintenance programs.
- Effectively communicate project expectations to contractors and stakeholders in a timely and clear manner.
- Undertake contract management to ensure compliance with plans in terms of budget, time, quality, WHS and environmental assurance issues and organisational requirements.
- Coordinate contracts where Council is the contractor for clients, such as RMS.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies. This includes monitoring the following at job sites:
 - Ensuring hazard identification, risk assessments and safe work method statements are or have been conducted for all tasks.
 - Ensuring that all appropriate personal protective equipment is used at all times.
 - Ensure all work is carried out in accordance with Council's Environmental Management Plan, Quality Plans and safety management documents.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications in Civil Engineering or related field.
- Proven experience in the coordination of civil construction and/or maintenance programs.
- Demonstrated understanding of civil construction and maintenance techniques, including emerging practices and technology.
- Class C drivers licence with the ability to operate manual transmission and a good and safe driving record.
- Proven effective communication skills, both oral and written, including report writing.
- Demonstrated experience in project management including works programming and use of Microsoft Project or similar software.
- Demonstrated contract management experience.
- Proven experience in budget development and administration.
- Demonstrated experience in the supervision of staff and an understanding of effective team leadership and management.
- Demonstrated experience in and competence with the use of the Microsoft Office suite.
- Commitment to the principles and practices of equal employment.
- Knowledge and understanding of work health and safety systems, quality, environmental and risk management practices, including system development skills and an ability to provide leadership that promotes best practice.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Work Safely in the Construction Industry Induction ticket (white card).
- Traffic Control at Worksites tickets.
- Experience in maintenance and asset management systems and processes.
- Demonstrated experience in cost estimating and monitoring for significant civil works projects.
- Demonstrated experience in process improvement and change management programs.
- Experience in the use of computer applications for engineering designs, system analysis and studies.
- Demonstrated commitment to continuing professional development.

APPLICATIONS CLOSE: Friday, 23 February 2018

Position Overview

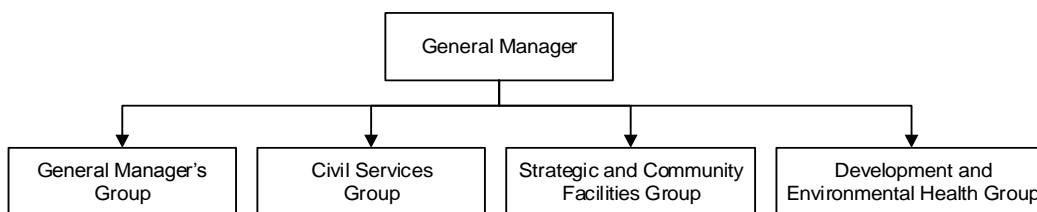
Reporting to the Manager Engineering Works, the position of Maintenance Engineer is responsible for the planning and development of Council's maintenance programs within the asset management framework and coordinating the delivery of civil infrastructure maintenance programs in line with Council's Delivery Program.

The position will also oversee and coordinate the operations of the Burns Point Ferry to ensure a quality ferry service for our community.

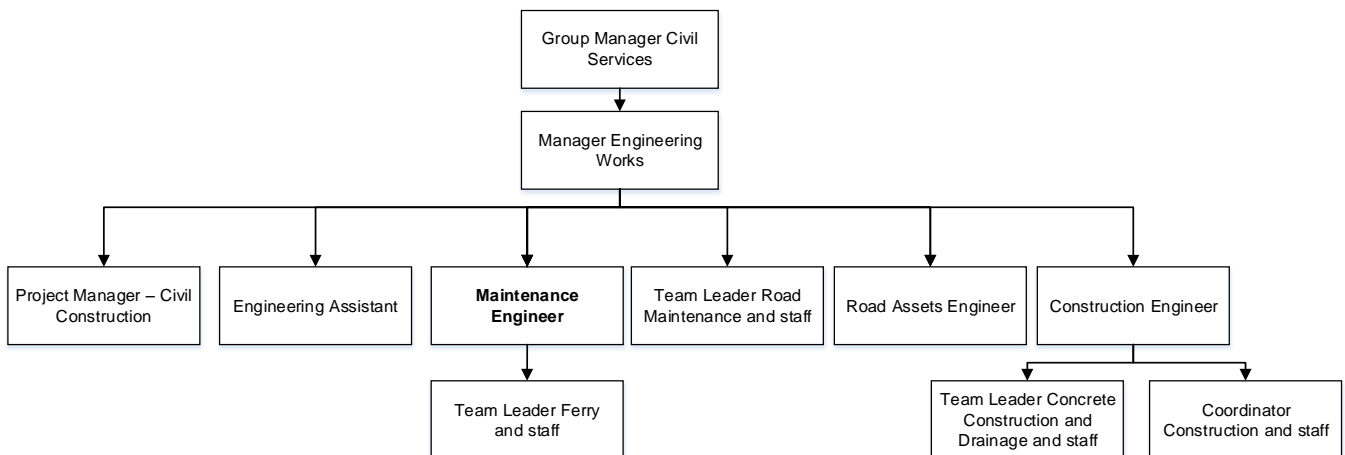
A key focus of this position will be to undertake civil works planning and policy formation for the timely provision of infrastructure associated with the Shire's growth.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Maintenance Engineer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Pre-Employment Functional – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood and Urine Test – to determine immunity to Hepatitis A and Hepatitis B, and to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Maintenance Engineer provides an annual salary range of \$79,400 to \$91,100 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, Council employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Maintenance Engineer are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, Council's Application Form will need to be completed and the following details provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on-line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Maintenance Engineer is as follows:

Closing date:	Friday, 23 February 2018
Interview date:	Week commencing 12 March 2018
Pre-employment process:	Week commencing 19 March 2018
Candidates notified of outcome:	Week commencing 19 March 2018

For further information on this recruitment process, please refer to the Information for Job Applicants sheet or contact Council's Human Resources section on 02 6686 1430.