



INFORMATION PACKAGE

POSITION VACANT

SUPPORT SERVICES ENGINEER

REF NO: ESC220

CLOSING DATE: 4.30PM MONDAY 17 JUNE 2019

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Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Tony Swallow on
0455 551 214



Collaboration Respect Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Support Services Engineer


Position Code	508
Division	Works
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Manage the delivery of Council's annual maintenance, renewal and capital works programs for bridges, wharves, jetties, boat ramps, other marine infrastructure and Council gravel pits

Oversight workshop functions of council to provide effective support and expertise to Council's (internal) operations.

Main duties and key result areas (KRA)

1. Develop long term replacement and upgrade programs for bridges, footbridges and marine infrastructure based on condition, functionality and capacity to meet the community's needs.
KRA: Inspection, testing and condition assessments undertaken as per agreed schedule. Forward plan updated annually. Asset information continuously updated with Technical Services Division. Timelines for annual budgeting and reporting met.
2. Implement, monitor, review and report on annual maintenance, renewal and capital programs for bridges, footbridges and marine infrastructure
KRA: Programmed works scheduled to ensure efficient delivery of services within available budgets. Program reviewed, updated and provided to Divisional Manager quarterly on time. Compliance with Council's project documentation, policy and legislative requirements. Annual programs 95% complete and within 5% of overall budget.
3. Provide management, support and strategic guidance to workshop services supporting Council (internal) operations and external service provision
KRA: Operational budgets are effectively managed, monitored and adhered to. Programs developed to ensure efficient delivery of services and meet reasonable stakeholder needs. Compliance with Council's procedures, policies and legislative requirements. Reports submitted within required timeframes. Stakeholder feedback positive.
4. Develop, implement, monitor, review and report on annual and long term plans for the management of Council's gravel pits, including being Council's Mines Manager.
KRA: Effective programs developed and implemented to ensure efficient delivery of supply of materials to Council works. Mines Management legislative requirements met. Other legal requirements including conditions of development approvals and licenses/leases met. Appropriate monitoring systems in place to achieve compliance with Mines Management Plan. Pro-active relationships with all key agencies and stakeholders.
5. Actively participate in the ongoing development, monitoring and review of systems that ensure the application of EEO and Diversity principles.
KRA : Demonstrated support for and compliance with EEO principles and practices.

6. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA : WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/Experience (Selection Criteria)

Essential

1. Degree in Civil Engineering or equivalent.
2. Current class C driver's licence.
3. Hold (or willingness to obtain prior to commencement) WorkCover approved OHS Construction Induction Certificate.
4. Demonstrated success in the management and development of professional/technical and operational staff creating more efficient operations and increased performance in areas of responsibility.
5. Experience at management level in at least one of the functional areas (Bridges, Marine Structures, Workshop).
6. Formal training and/or relevant experience in contract management.
7. Formal training and/or relevant experience in project management.
8. A genuine focus on achieving and maintaining high levels of customer service, both internal and external.

9. Proven ability to communicate effectively both orally and in writing, including preparation of complex reports and ability to liaise with public and other government agencies.
10. Sound computing skills including use of Microsoft Office applications.
11. Successful completion of (or willingness to complete) competency based WHS training at manager level as well as other WHS professional development for managers.
12. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

*Appointment to this role is dependent on an assessment of the results of a
National Criminal History Record Check*

**The requirements outlined in Council's Policies and
Codes of Practice apply to all employees of Council.**

EMPLOYEE: Vacant
SUPERVISOR: Tony Swallow
DATE: April 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Support Services Engineer
Reference Number:	ESC220
Grading:	Grade 19 of Council's salary system
Salary Range:	In the range of \$106,218.39 to \$113,427.08 gross per week comprised of: * \$93,722.80 to \$100,083.45 base salary, * \$3,280.30 to \$3,502.92 Civil Liability Allowance, plus * \$9,215.29 to \$9,840.71 superannuation (calculated at 9.5%)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.



Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from the Moruya Depot and required to work at various locations across the Shire.
Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. 3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

