



INFORMATION PACKAGE

POSITION VACANT

CONSTRUCTION COORDINATOR

REF NO: ESC238

CLOSING DATE: 4.30PM WEDNESDAY 19 JUNE 2019

CONTENTS

- *Important Information*
- *Job Description*
- *Conditions of Employment*
- *Organisational Chart*
- *Divisional Chart*

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

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

Construction Coordinator


Position Code	151
Division	Works
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 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

Oversee the activities of the construction section, southern region.

Main duties and key result areas (KRA)

1. Undertake the overall planning, coordination and organisation of the construction and infrastructure renewal works programs southern region, including development and update of a documented works program for all construction tasks.

KRA : Overall construction program developed, updated and provided to the Divisional Manager – Works at least quarterly. Works program completed efficiently and effectively. Revote within agreed limits.
2. Oversight implementation of individual works to ensure the planning, organisation and control requirements are met as per the Construction Management Guide, Council's project documentation (plans, REF, etc), policies and legislative requirements.

KRA : Individual works achieve safety, quality, environment, asset management and customer service objectives.
3. Monitor the costs of works, and recommend and implement appropriate solutions to maintain individual projects and the overall construction program within budget whilst meeting core level of service objectives.

KRA : Compliance with the budget for individual projects and within the overall program. Project outcomes achieved and fit for purpose. Budget within -5%/+1% at years end. Service levels satisfactory.
4. Effectively manage staff within the Construction Section southern region.

KRA : Compliance with the Council's policies (e.g. Working Together Policy, Competitive Provision of Services Policy). Minimal industrial issues. Staff issues dealt with promptly and communicated clearly to staff. Succession & training plan documented and update at least annually. Organisation position supported and effectively communicated to staff.
5. Develop, implement, monitor & review work procedures, including the Construction Management Plan, to adequately address safety, quality, environment, asset and customer service requirements for construction, renewal and maintenance activities.

KRA : Procedures developed in consultation with staff and internal customers. Procedures reflect legislative and policy requirements, and are updated by the due review date. Safety, quality, asset and customer service outcomes achieved.
6. Provide and oversee customer service &/or liaison with the public, other service providers and government departments in relation to construction and major maintenance projects.

KRA : High level of customer service. Council's customer satisfaction and timeliness performance indicators met or exceeded.

7. Prepare quotations and estimates for works, including private works.
KRA : Quotations and estimates fit for purpose and provided in a timely manner
8. Within area of responsibility, oversee private works including finalisation of costing for billing purposes and customer service matters relating to pricing and quality of work.
KRA : Private works completed in a timely manner. Nil errors in costing. Costing details provided to Depot Coordinator within two weeks of completion of the work. High level of customer satisfaction. Profit meets agreed objectives.
9. Within area of responsibility, effectively manage Council plant.
KRA : Plant managed effectively to maximise utilisation without negative impacts on efficiency of remaining work crews.
10. 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. Extensive experience in the supervision of civil construction including road and drainage works
2. Demonstrated experience in the effective management of staff
3. Excellent working knowledge of plant capabilities and limitations
4. Experience in project costing, estimating and budget control
5. Hold or preparedness to undertake Certificate IV in Civil Construction Supervision or equivalent engineering qualification
6. Hold or preparedness to undertake Diploma of Civil Construction Management or equivalent management qualification.
7. Sound computing skills including use of MS Office applications and ability to use customised in-house applications
8. High level of interpersonal communication skills
9. Demonstrated ability to prepare and present accurate and timely documentation including various reports, work procedures, etc.
10. Proven experience in delivering a high level of customer service
11. Demonstrated ability to work effectively in a team environment
12. Current driver's licence
13. Hold (or willingness and ability to obtain prior to commencement) WorkCover approved WHS Construction Induction accreditation.
14. Hold or preparedness to undertake Traffic Control – Design and Audit accreditation (with Council assistance)
15. 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.

Desirable

1. Formal training &/or relevant experience in project planning
2. Formal training &/or relevant experience in contract management

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

EMPLOYEE: Vacant
SUPERVISOR: Tony Swallow
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Construction Coordinator						
Reference Number:	ESC238						
Grading:	Grade 16 of Council's salary system						
Salary Range:	Total remuneration for the role is in the range of \$1,828.96 to \$1,944.92 gross per week comprised of: \$1,493.11 to \$1,599.01 base salary, plus \$15.80 adverse working conditions allowance \$143.35 to \$153.41 superannuation (calculated at 9.5%) \$176.70 on-call allowance						
Vehicle:	A fully-maintained Council leaseback vehicle (including to/from home use) is available with the 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.						
Pre-placement Medical:	An offer of employment for this position is 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, 38 hour per week position with hours currently arranged: <table> <tr> <td>Mon to Thurs</td> <td>6.55am to 4.05pm</td> </tr> <tr> <td>Fri – Week 1</td> <td>6.55am to 2.05pm</td> </tr> <tr> <td>Fri – Week 2</td> <td>RDO</td> </tr> </table> <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
Mon to Thurs	6.55am to 4.05pm						
Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						



Location: Based from the Moruya Depot (210 Araluen Road, Moruya) 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**

