

POSITION DESCRIPTION



TITLE	Civil Engineer
DEPARTMENT	Road Services
AWARD/LEVEL	Contract – 2 Years
REPORTING OFFICER	Chief Executive Officer
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community.

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional.

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To support the CEO and Road Services & Infrastructure Departments to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

OBJECTIVES

This position requires a high level of interpersonal skills to assist in ensuring the strategic direction of Council is followed, whilst operating under limited supervision. It demands a high amount of autonomy for decision making and consideration of overall quality control of work, budget, schedule, plans, and performance.

Taking responsibility for high quality construction and maintenance projects, including but not limited to; roadworks, gravel pits, bridges, grids, water points, floodways, causeways and gas pipelines. Reporting (verbally or written) regularly on project status to the Chief Executive Officer is an essential part of this position.

Making sure that materials used and obtained appropriately and resourcefully in the Bulloo Shire is another objective to contribute to the effective financial management of Councils capital. Analysis of strategies to improve services and efficiency to Council and customers, specifically in reference to procedures, technology, financials and planning should also be maintained regularly.

KEY RESPONSIBILITIES

Engineering

- Undertake the review of Disaster Management Assets e.g. flood monitoring and Council road assets, culverts, etc.
- Oversee the management of Gravel Pit Operations.
- Provide support and mentoring to the Road Services Department.
- Provide Project Management for Departments and oversee Procurement for relevant Projects.
- Prepare and arrange for survey and design of road and street works, bridges, grids, water points, floodways, causeways and gas pipelines, including preparation of working drawings and estimates for construction and maintenance jobs.
- Work in conjunction with Financial Services to manage Asset Management plans and updates.
- Ensure Grant Projects are shovel ready.
- Manage the implementation of Quality Assurance, safety and environmental management systems within the Organization.
- Prepare action plans and identify strategic goals as recommendations to the Chief Executive Officer for Council approval for the implementation of Council works, in accordance with Council's Operational Plans and adopted budgets.
- Provide technical advice to ensure the completion of projects on time.

Administration and Other Duties

- Converse with the Chief Executive Officer to ensure that all performance and progress is assessed frequently and reports are completed as required.
- Manage future Capital Works priorities.
- Coordinate with Council employees and external suppliers as required to ensure the efficiency of the Works Program.
- Review performance against budget to ensure all requirements are met and take any remedial action for discrepancies identified.
- Ensure communications and interactions with employees, public and external bodies are of a high and respectful standard.
- Preparation of technical reports & the formation of recommendations to an "Executive" standard.
- Any other duties as required within the limits of the employee's skills, competence and training.
- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

Required

- Qualification in Civil Engineering and RPEQ (Registered Professional Engineer of Queensland) status coupled with a minimum of 2 years' experience within a management role focused on civil engineering / roads construction and maintenance or similar field
 - Demonstrated knowledge of quality assurance compliance, asset management planning
 - Sound knowledge of Work, Health & Safety practices
-

-
- High skills in oral and written communication with clients and other members of the public
 - Knowledgeable skills in computing i.e. Microsoft Office Word, Excel, Outlook
 - Possession of a current Queensland "C" Class Driver's Licence
 - Possession of a Queensland General Safety Induction (Construction Industry) Certification

Desirable (training could be provided)

- Comprehensive knowledge of Local Government legislation, regulations, standards, guidelines, codes and frameworks, practices

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
-