

Central Darling Shire Council

Position Description

Road Engineer

Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

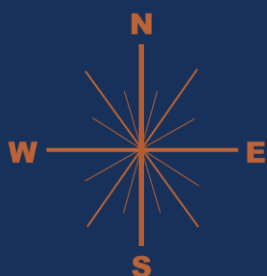
Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Our Benefits

- 9 day fortnight (FTE)
- Four (4) weeks annual leave per year (FTE)
- 15 days sick/personal leave per year (FTE)
- Award Allowances
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



For more information, visit:

<https://www.centraldarling.nsw.gov.au>



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|-----------------------------------|----------------------|-------------------------------------|------------------------|
| Position Title | Road Engineer | | |
| Department | Shire Services | Position Code | CDSC1211 |
| Location | Wilcannia | | |
| Pay Grade | Pay Grade 14 | Award Band | Band 3 Level 4 |
| Position Status | Permanent | Standard Hours | 70 hours per fortnight |
| Reporting to | Operations Manager | | |
| Direct Supervision | 1 | Indirect Supervision | Nil |
| Position Delegations | Yes | Budget Responsibility | Yes |
| National Police Clearance: | Yes | Working with Children Check: | No |
| Approved by: | Operations Manager | Date Approved: | October 2024 |

The Position

The Road Engineer is responsible for the planning, design and execution of works and services associated with the Shire's road systems to meet legislative and compliance requirements, in particular the management of Councils RMCC arrangements with Transport for New South Wales (TfNSW).

In addition, the position is required to assist with asset management activities, along with providing traffic, transport and road safety engineering advice to Council and its customers.

Key Responsibilities

Within the area of responsibility, this role is required to:

1. Assess, determine and implement strategies and engineering solutions to improve and maintain traffic efficiency, and safety of road users consistent with industry practice, and legislative requirements.
2. Undertake project planning, feasibility assessment and development of consultant and other briefs to assist in the implementation and delivery of the Shire's road system initiatives.
3. Carry out surveys, prepare design, and cost estimates to required and/or specified professional standards in a timely manner ahead of needs.
4. Prepare specifications and tender documentation for the procurement of services, goods and materials.
5. Prepare detailed budget estimates, and monitor expenditures on specific items as requested.
6. Prepare program of works, including resources and materials, for Council's day labour force and for contractors in relation to all Road Maintenance Council Contract (RMCC) requirements in consultation with Deputy Director Shire Services.
7. Provide clear, timely and accurate information, and professional advice and consultation responses to internal and external customers to assist with decision making as it relates to the Shire's road system.
8. Assist in the implementation of Council's road construction and maintenance programs.
9. Assist with the preparation and applications for Grant Funds for road related initiatives.
10. Monitor work practices and environments to ensure compliance with Work Health and Safety requirements, Environmental, Heritage and other Legislative requirements.

11. Prepare correspondence, reports, agendas and meeting minutes from own or other staff notes.
12. Assist with road closure, advice to the public and other authorities and monitor similar advice from other authorities.
13. Assist with managing the Councils Asset Data Base and contributing to associated Asset Management Plans including records, financial, and GIS as required.

Note: *An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.*

Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Maintaining the road system within the Shire, including developing innovative solutions to regional/rural road issues
- Maintaining roads through the local government area.
- Managing in a politically sensitive arena and balancing resident expectations with Council obligations and other government and stakeholder expectations

Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence (minimum)
- Satisfactory National Police Clearance
- Work Zone Traffic Control Guidance Plan - Developer (RMS)
- Work Zone Traffic Control – Implement Traffic Control Guidance Plan (RMS)
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

Essential Position Criteria

Qualifications / Experience / Accreditation / Certification

- A Degree in Civil Engineering or other such qualification that is acceptable for admission to Membership of the Institution of Engineers, Australia. Applicants without a Degree but with extensive works management experience in local government will be considered for this position.
- Experience in estimating, programming and budgeting control of works, and general financial management.
- Hold Workcover certificate 'General Induction for Construction Work in NSW' (white card).

Specialised Knowledge and Skills

- Sound working knowledge of Transport for New South Wales Road Maintenance Council Contract (RMCC) for State Roads and its practices.
- High level of competence with road construction and design techniques, and methods.
- Proficient in engineering surveying and total station utilisation.
- High level specification and contract and tender preparation and administration.
- Demonstrated ability to read and interpret legislation and technical drawings.
- Demonstrated ability in the supervision of work for both day labour and contractors on construction and maintenance works including State Highways, rural roads, town streets, footpaths, drains, kerbs and channels
- A high level of written and oral communication skills, including the ability to prepare detailed reports.
- Sound working knowledge of the Work Health and safety Act 2011 and the Work Health and Safety Regulations 2011 as it relates to project or works management.

- Ability to work productively and harmoniously with limited direction in a multi- disciplinary environment and to foster, encourage and support excellent working relationships with other professionals, employees and elected representatives and the public.
- High level of competence in the use of Microsoft Windows and the following computer applications:
 - Microsoft Excel, Word, Outlook, Internet.
 - Experience in the use of miscellaneous computer applications such as Civil Cad, Auto Cad, GIS and asset management systems.

Desirable Position Criteria

- An understanding of the NSW motor vehicle acts and regulations.
- Traffic, planning, safety, environmental and heritage legislative requirements.
- Rural road and drainage construction

Key working relationships

| Who | Why |
|--|--|
| Internal | |
| Director/Manager | <ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and support and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions. |
| Staff | <ul style="list-style-type: none"> • Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture. • Provide effective communication and training, guidance, and support in the area of stores. |
| External | |
| Community | <ul style="list-style-type: none"> • Promote a positive image of Council when undertaking duties within the community. |
| Stakeholders, Ratepayers, Residents, Consultants, Auditors and Government Bodies | <ul style="list-style-type: none"> • Provide expert technical advice on a range of water treatment plant and water supply related issues and strategies • Optimise communication and engagement to achieve defined outcomes • Manage expectations and resolve issues |

I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.

I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Employee Name:

Signature:

Date:

Organisation Wide Accountabilities

Outlined in this document are a series of organisation wide accountabilities that are applicable to all employees, irrespective of position or location.

Council's Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values.

Code of Conduct / Fraud and Corruption

- To retain trust, confidence and support, it is expected that all employees be impartial and fair in their dealings with the community, customers, suppliers, general public and each other.
- All employees are required to adhere to and behave in a manner that is consistent with the requirements of the Council's Code of Conduct

Respectful Workplace Behaviours

All employees are expected to

- conduct themselves in a manner that is supportive and encouraging of one another.
- positively contribute to providing a safe, respectful and healthy work environment that is free from all forms of discrimination, harassment, sexual harassment and workplace bullying.

Work Health Safety

All employees are required to take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by their actions or omissions at work.

In particular, all employees have a duty to:

- Comply with Council's WHS policies and procedures
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Report any potential hazards, incidents or injuries to their Supervisor or the Risk/WHS Officer within 48 hours
- Participate in any WHS consultation arrangements
- Comply with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable
- The General Manager, Managers and Supervisors have additional responsibilities as defined in the Central Darling Shire Council's Work Health and Safety Policy

Customer Service

All employees are expected to provide high level customer service in line with the Central Darling Shire Council's Customer Service Charter.

Sustainability

All employees are expected to give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision-making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.

Council's Policies and Procedures

All employees are expected to adhere to Council's Policies and Procedures at all times, including any other formal documents or instruments that impact on day-to-day operations of the position.

Records Management

All employees are expected to capture corporate documents in the electronic document management system as described in the Records Management Policy.

I have read and understood the content of this document and undertake to meet the organisation wide accountabilities.

Employee Name:

Position:

Signature:

Date: