
Position Description

CIVIL WORKS COORDINATOR

POSITION OVERVIEW

The position involves efficiently managing internal and external teams to ensure compliance with the council's Road Management Plan. It includes contributing to plan development, implementing systems for work programs, contributing to the creation and oversight of the budget and maintenance of the civil works function.

This is an operational leadership role responsible for overseeing the safe, effective and efficient delivery of reactive and scheduled maintenance, providing input to renewal programs for Council's civil infrastructure and ensuring sustainable, innovative, and technology-driven practices.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. A strong customer focus will underpin this role's ability to deliver high quality services. The role will set clear expectations of acceptable behaviours, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 6
Reports to:	Manager Engineering and Maintenance
Supervises:	Team Leader – Multi-Purpose Crew Team Leader – Sealed Road Maintenance Team Leader – Unsealed Road Maintenance Technical Officer External Contractors

KEY DUTIES AND RESPONSIBILITIES

Accountability and extent of authority

The employee is accountable for:

- Accountable to direct supervisor and/or manager
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Supervisor.
- Compliance with health and safety protocols, customer service charter, and procurement policies
- Responsibility to develop and optimise scheduled maintenance programs to ensure councils road network is maintained up to prescribed standards.

- Development of safe work procedures and improvement(s) to safety, reporting, and culture
- Responsibility to develop and administer civil works packages to internal or external crews, and to ensure the works are delivered to pre-described specifications and offer good value for Council.
- The quality, quantity, timeliness, and cost-effectiveness of work undertaken by civil works, and for the care of assets provided or worked on.
- Ensuring inspections of infrastructure are undertaken in accordance with Council's
- Road Management Plan and other relevant plans.
- Ensuring reactive repairs and maintenance of infrastructure are undertaken in accordance with the time frames in Council's Road Management Plan and other relevant plans.
- The public safety and presentation of streets, roads, and footpaths.
- Tracking, forecasting and responsibility for sealed roads, unsealed roads, footpath and drainage maintenance budgets. Contribution to and improvement of Council's policies and plans, to clearly set and communicate levels of service to the team, and to the community. Effective supervision and performance management of staff.
- Compliance with Council's Procurement Policy by self and staff supervised.
- Compliance with Council's Customer Service Charter, by self and staff supervised.
- Compliance with the requirements of Council's Health and Safety Management System across the civil works team.
- Maintaining excellent provision of customer service within the asset maintenance team, including timely and accurate reporting within Council's Customer Request Management system.
- Collaboration with the Fleet and Plant Coordinator for the creation of business plans to inform future plant renewals and replacements, and that these replacements make viable investments for Council.

The employee has the authority to:

- Take appropriate action to ensure safety of self, fellow employees and the public.
- Provide explanations to members of the public in regard to works being performed.
- Give work-related instructions to staff supervised and to members of their teams in the absence of their supervisor.
- Perform duties specified in Instruments of delegation issued by Council and/or the Chief Executive Officer.
- Authorise timesheets and approve leave requests for staff supervised and members of their teams.
- Purchase goods and services to the financial level specified in Council's Procurement Policy and Procedures Manual.
- Respond to correspondence and emails assigned.

Civil works

- Prepare schedules and track performance for both reactive maintenance and scheduled (annual) programs for civil works, including roads, bridges, footpaths, drainage), vegetation maintenance.
- Contribute to the development of asset management plans and service standards for different asset groups within the portfolio.
- Assist in the preparation of project summaries for capital expenditure projects.

- Assist in the development and implementation of effective maintenance management programs for newly completed civil infrastructure assets.
- Provide advice to inform the works of other departments during the development of master plans, projects, policies and strategies.
- Procure and supervise external civil contractors in accordance with Council's Procurement Policy to undertake maintenance works and services on agreed projects.

Coordinate Storage Yard Operations

- Ensure that delivered goods are received and stored appropriately.
- Provide assistance, advice and gain cooperation from internal and external stakeholders where appropriate.
- Coordinate the operations of Council's three Storage Yards.
- Coordinate contractor delivery with internal and external stakeholders.
- Ensure materials are maintained in accordance with product manuals and recorded information.
- Testing of soils and quarry products if required.
- Develop and maintain systems to increase the efficiency of storage yards operations.
- Make sure all storage yards are tidy with all safety measures in place.

Event management

- When requested by management, mobilise teams to assist with event support including setup, traffic management or clean-up post event.

Continuous Improvement

- Continually review practices and processes in the team to identify improvement opportunities in the way services are delivered
- Contribute to a positive approach to further develop a safety focused culture
- Positive approach to furthering own professional development
- Investigate, evaluate and report on new technology and equipment to improve efficiency and productivity.

Emergency Management (Deputy MEMO)

Fulfil the role of Deputy Municipal Emergency Management Officer (MEMO) as required. The Deputy MEMO will support the MEMO in consultation with the Municipal Emergency Response Coordinator (MERC), including:

- being part of a 24/7 on-call roster to perform the dual role of MEMO/MRM providing immediate response and relief needs for non-major emergencies with the Shire
- being part of an on-call roster providing support to the MEMO in the Council Emergency Operations Centre or Incident Control Centre during major emergencies.
- Coordinate and supervise the asset maintenance on-call roster of staff to facilitate after hours emergencies

A position description and operating guidelines are provided in the Deputy Municipal Emergency Management Officer Guidelines. Training will be provided on emergency management processes and procedures.

Human Resource Management

- Encourage and promote behaviour consistent with Council's Employee Code of Conduct and create a positive culture and work environment that is safe, fair, and free from discrimination and harassment
- Accountable for undertaking performance reviews of supervised staff and contributing to performance management processes when necessary
- Assess training needs and work with human resources to facilitate staff attendance.
- Conduct regular team meetings to discuss performance (key targets and performance indicators), compliance with relevant legislation, asset management plans and service levels
- Participate in the recruitment and selection process for new and replacement staff.

Legislation

- Local Government Act 1989 and Local Government Act 2020
- Road Management Act 2004

Other duties

- Respond to requests and complaints promptly
- Display a punctual, reliable and positive approach to work
- Continually review and improve work methods associated with this role
- Undertake other duties as directed by the manager or supervisor
- Comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Make decisions in accordance with legislation, policies, procedures, practices, delegated authority and industry standards
- Use discretion, initiative and experience from previously encountered situations.
- Perform tasks from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgement may be required
- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Guidance and advice are available from the Manager or the Director.
- Refer major, complex, delicate or politically sensitive issues to the Manager.

Management skills

- Scheduling, tracking and reporting of reactive and scheduled activities, and the ability to evolve programs and processes to deliver these programs efficiently.
- Knowledge of and ability to implement EEO, Health, Safety and Risk policies and procedures relating to areas of supervision
- Ability to work unsupervised
- Ability to efficiently implement daily, weekly and longer term workloads
- Demonstrated skills in supervising a team.
- Prepare and submit reports to the Manager including information for annual and quarterly reports, briefing notes and press releases.
- Provide input for various corporate documents, including the Council plan and budget, asset management plans and directorate business plans.
- Ensure that expenditure is kept within budget, unless otherwise approved by the Manager
- Ensure that accurate electronic records are maintained.
- Well-developed skills in the management of projects and contractors.

Interpersonal skills

- Ability to maintain confidentiality of information and advice
- Ability to exercise tact and diplomacy.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks
- Have a elevated level of written and verbal communication skills, and computer literacy skills
- Ability to write reports and prepare external correspondence
- Be able to develop and maintain effective working relationships with a wide range of stakeholders
- Be able to discuss and resolve problems amicably
- Be willing to seek guidance and advice when required
- Be willing to learn and undertake training relevant to the position.

Qualifications

- Driver's licence
- Valid Working with Children Check and Police clearance checks
- Trade or Tertiary qualifications in a related work environment.
- Confident with Microsoft Office suite and other IT applications
- First aid Certificate – Level 2.

Specialist skills and knowledge

- Ability to plan work and coordinate outdoor work teams to manage risk and deliver a range of highly valued services.
- Responsible for monitoring of business unit budget ensuring accurate coding of income and expenditure and providing input into quarterly reporting process.

- Ability to identify potential efficiency gains and opportunities for improvement in Local Government processes.
- Knowledge of relevant legislation.
- Extensive working knowledge and skills in civil construction practices.

Experience

- Experience in Local Government advantageous
- Experience in Civil works practices would be an advantage
- Experience in the use of the Microsoft Office suite, IT applications and other local government business applications
- Experience in budget management
- Demonstrated experience in a similar role
- Demonstrated ability to lead, coordinate and supervise multiple teams
- Demonstrated ability to provide high quality work and customer service.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.

You will, on occasion, be required to carry out site inspections and outdoor activities and will, therefore, be exposed to those conditions normally encountered in an outdoor environment.