
Position Description

Operations Engineer

Position overview

The Operations Engineer will plan and coordinate renewal and upgrade programs of civil infrastructure, including roads, paths, drainage and bridges. The position will liaise with Council's maintenance department to provide engineering support where required, and with Councils Capital works team to provide annual renewal or upgrade program scopes for delivery.

To be successful in achieving the best value for Council and the community you will need to have excellent technical knowledge, be very adept at solving problems with cost-effective solutions, and passionate about innovation and technology. The Operations Engineer will also be responsible for developing and implementing systems, processes and workflows that increase efficiency and deliver greater value to the community.

You will undertake responsibilities of the role in a professional, efficient and timely manner, and contribute to the Council's aim of being a high performing, customer-focused organisation. You are required to deliver services in compliance with relevant internal policies, procedures and legislation.

Classification and relationships

Classification:	Band 8 Alpine Shire Council Enterprise Agreement
Reports to:	Manager Engineering and Maintenance
Supervises:	Civil Works Coordinator, Open Spaces Coordinator, Plant & Fleet Coordinator & external contractors and suppliers

Key duties and responsibilities

- Accountable to the Manager Engineering and Maintenance.
- Develop and implement standards to design and deliver fit for purpose, efficient infrastructure that aligns with Council's vision and priorities.
- Generate renewal and upgrade programs that align with Council's strategies and policies, including the long-term financial plan.
- Ensure Council's maintenance, renewal and upgrade programs are delivered to standard.
- Ensure Council's Road Management Plan is updated to reflect appropriate levels of service of civil infrastructure in balance with a sound financial investment plan.
- Project management, including planning, scoping, preparation of schedules and contracts and supervision of site works.
- Responsible for developing and implementing systems, processes and workflows that increase efficiency and deliver greater value to the community and Council.
- Consult with and provide guidance to project stakeholders and managerial staff regarding engineering requirements for construction of various designs, modifications, and structural repairs.
- Use design software and drawing tools to accurately render and communicate designs.
- Assesses strength of foundations, concrete, asphalt, or steel by testing materials and

soil.

- Set design specifications by computing load and grade requirements, material stress factors, water flow rates, and similar parameters.
- Budget planning, forecasting and management to ensure projects and services are delivered to a defined quality, on time and on budget.
- Plan, prioritise, design and delivers projects on time and on budget - based on the analysis of relevant materials such as drawings, blueprints, aerial photography, survey reports, maps, and other geologic and topographical data.
- Estimate materials, equipment, and labour needed to determine project costs.
- Collaborate with architects and contractors to ensure projects progress properly.
- Collaborate with surveyors (or directs and participates in surveying) to establish installations or reference points, grades, elevations, and other factors that will affect construction.
- Monitor project progress and ensures design specifications, safety, and sanitation standards are met.
- Provide support to the Civil Development Engineers in a range of civil works and technical functions including scheduled and routine maintenance issues and a variety of civil construction projects.
- Coordinate communication with other departments in relation to construction projects being carried out by the Operations team.
- Respond to assigned customer requests in a timely and professional manner, aligned with Council's Customer Promise.
- Contribute to the development and review of documents including Council Plan, Strategic Resource Plan, Annual Budget and Annual Report.

Accountability and extent of authority

- Deliver a responsive civil engineering service to both internal and external customers, identifying practical and cost-effective solutions, and apply innovation where appropriate.
- Accountable for the accurate, effective and efficient operation of systems relating to key responsibility areas.
- Ability to develop and lead the implementation of policies and strategies.
- Authority to approve purchases according to Council's Procurement Policy and procedures.
- Accountable for the delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Extent of authority is restricted to decisions other than those requiring direct Council resolution under statutory provisions and requirements, delegations and directions by the Manager.
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Manager.

Budgeting

- Provide input into the development of the annual and long-term budgets.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.

- Provide input into the quarterly budget reviews as requested by the Manager.

Legislation

- *Local Government Act 2020.*
- *Road Management Act 2004.*
- *Occupational Health & Safety Act 2004.*

Emergency Management

- To fulfil the role of Deputy Municipal Emergency Resource Officer (MERO) on Council's Emergency Management Team, contributing as required to emergency response. The Deputy MERO will be required to fulfil on-call duties on a rotating roster with the MERO and other assigned deputies.

Other duties

- Ensure the team complies with relevant legislation policies and procedures and that a strong risk management culture is maintained.
- Promote Council and its activities regularly, proactively and positively.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Undertake other duties as directed by Management.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

Judgement and decision making

- Excellent technical knowledge, be very adept at solving problems with cost-effective solutions and passionate about innovation and technology.
- Ability to develop policy and strategic position from a range of options for presentation to senior management and Council.
- Exercise considerable discretion and tact in dealing with matters affecting Councillors, employees of the organisation and members of the community.
- 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.
- Ability to work unsupervised, to manage, plan and organise workload.
- Guidance and advice is usually available from the Manager or the Director.
- Use education and experience to apply the most appropriate best practice standards, work practices and engineering to manage projects.

Management skills

- Ability to provide timely advice and recommendations to Manager, Directors and Council.
- Well-developed organisational skills and the ability to plan and coordinate competing activities and resources to achieve agreed outcomes.

- Responsible for monitoring of business unit budget ensuring accurate coding of income and expenditure and providing input into quarterly reporting process.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence. Ability to engender public confidence, with a strong customer focus.
- Ability to supervise Civil Works team, Open Spaces team and Plant & Fleet team.
- Ability to manage contractors and consultants to ensure outcomes are provided in a timely manner and meet the specifications of their engagement.
- Knowledge of and ability to implement EEO, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to promote a teamwork approach.
- Ability to review and analyse Council services and make recommendations.
- Proficient record keeping, administrative and computer skills.
- Ability to work under pressure and meet competing deadlines.

Interpersonal skills

- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Excellent communications skills to succeed in this to deliver services in compliance with relevant internal policies, procedures and legislation.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Be able to gain co-operation and assistance from other employees.
- Be able to develop and maintain good working relationships.
- Be able to discuss and resolve problems amicably.
- Ability to lead, work dynamically and positively contribute to a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.

Expertise

Qualifications

- Current Driver licence.
- Degree in Civil Engineering with relevant experience.

Specialist skills and knowledge

- Understanding of budgeting and relevant accounting and financial procedures.
- Detailed knowledge of municipal infrastructure.
- Strong practical and technical skills in the application and development of systems in key responsibility areas.
- Detailed knowledge of relevant legislation and regulations.
- An understanding of the policies and long-term goals of the Directorate, Council and the needs and expectations of the community.
- Ability to provide a high level of verbal and written communication.
- The ability to handle customer inquiries in a courteous manner whilst resolving issues.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Understanding and proficiency in the application of relevant procedures, practices, acts and regulations.
- Ability to effectively collect and analyse data, and to assist in the formulation of policy and strategy.
- Ability to use technology and mobile computing and required programs including spreadsheets, basic GIS and word processing Microsoft Office skills.
- Knowledge and experience in the application of civil works and municipal infrastructure maintenance practices.
- Sound knowledge of OH&S requirements.
- The ability to inspect drainage and road related complaints and where required provide scoping and costing for escalation to Council's Capital Works Program.
- Design supervision and organisation of operations engineering activities/projects.
- An ability to apply relevant legislative frameworks competently and efficiently.
- Ability to support the development of procedures and guidelines.

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.
- To be observant regarding identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.

- Where possible, rectify hazards and notify supervisor with a view of preventing recurrence.
- To follow up action items reported by staff and advise staff of action taken.

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.