
Position Description
Engineering Coordinator

Position overview

You are responsible for ensuring that a high level of customer service satisfaction is achieved through the delivery of the development engineering service and the provision of engineering support. You will undertake these responsibilities in a professional, efficient and timely manner, and contribute to Council's aim of being a high performing, customer-focused organisation. You will deliver services in compliance with relevant legislation, and in a way which provides best value to Council. To achieve success you will need to have excellent technical knowledge, be adept at solving problems with cost-effective solutions, and passionate about innovation and technology.

Classification and relationships

Classification:	Band 8 Alpine Shire Council Enterprise Agreement 2023
Reports to:	Manager Engineering and Maintenance
Supervises:	Civil Development Engineers, external contractors and suppliers.

Key duties and responsibilities

Accountability and extent of authority

- Accountable to the Manager Engineering and Maintenance.
- Deliver development engineering services to ensure that appropriate development is encouraged, that Council's infrastructure is developed to appropriate industry standards and that Council and the community are not unfairly burdened with development and/or recurrent costs.
- Deliver a responsive general engineering service to both internal and external customers, identifying practical and cost-effective solutions, and applying 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.
- Fulfil the role of Deputy Municipal Recovery Manager (MRM) on Council's Emergency Management Team

- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- The 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.
- Contribute to the development and review of documents including Council Plan, Strategic Resource Plan, Annual Budget and Annual Report.

Development Engineering

- Coordinate Council's formal involvement with the Infrastructure Design Manual (IDM).
- Assess development and subdivision applications and determine appropriate conditions in accordance with the IDM and statutory requirements.
- Manage the relationship with Council's Planning Team in a way which is responsive, provides visibility of progress planning application referrals for engineering input, and is supportive of achieving key performance indicators for the turnaround of planning permit applications.
- Check engineering designs and specifications submitted by consultants for compliance with relevant Acts, Regulations and Council policies.
- Review infrastructure-related policies, procedures and design guidelines for developers.
- Oversee site inspections for infrastructure works for compliance with relevant Planning Permit Conditions.
- Issue Consent for Certification and Statements of Compliance under the Subdivision Act.
- Represent Council as its engineering delegate at VCAT hearings when required.
- Ensure that as-constructed drawings and specifications are received and that asset systems are updated where new infrastructure is created.

General Engineering

- Respond to assigned customer requests in a timely and professional manner, aligned with Council's Customer Promise.
- Coordinate the maintenance and review of Council's Road Management Plan and Register of Public Roads, including the relevant service standards.
- Provide advice and guidance to ensure the effective management of the NHVR portal.

- Lead investigations relating to a broad range of infrastructure issues raised by internal and external customers, identifying and evaluating options and providing recommended solutions. Typical issues include:
 - stormwater drainage;
 - traffic management and safety issues;
 - review/approval of traffic management plans;
 - road closures, deviations and status enquiries;
 - permit applications for over-mass and over-dimensional vehicles;
 - bridge load limits;
 - permit applications for works on/occupation of Council land.
- Coordinate Alpine Shire Council's Traffic Liaison Committee (TLC) meetings, including preparation of agendas, planning and facilitating meetings, and preparation of meeting notes.
- Ensure appropriate Council representation on other committees as appropriate.
- Contribute to the development and review of documents including Council Plan, Strategic Resource Plan, Annual Budget and Annual Report.
- Contribute technical input towards the development and maintenance of effective asset management policies, strategies and procedures, and development of asset management plans.
- Contribute technical input towards the development of asset renewal programs for Council's key infrastructure asset groups including roads and bridges, civil infrastructure, plant and equipment, and open spaces, to support preparation of Council's annual capital works program and budget.
- Deliver the scoping of asset renewal projects.

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 1989.
- Road Management Act 2004.
- Occupational Health & Safety Act 2004.

Other duties

- Ensure the team complies with relevant legislation policies and procedures and that a strong risk management culture is maintained.
- Coordinate the internal and external engineering resources and help to ensure that the delivery is customer service focused.
- Fulfil the role of Deputy Municipal Recovery Manager (MRM) on Council's Emergency Management Team, contributing as required to emergency response. The Deputy MRM will be required to fulfil on-call duties on a rotating roster with the MERO and other assigned deputies.
- 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 the Manager.
- 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.

Emergency Management (Deputy MRM)

- Fulfil the role of Deputy Municipal Recovery Manager (MRM) as required. The Deputy MRM will support the MRM to coordinate emergency management activities on behalf of Council in partnership with the Municipal Emergency Management Officer (MEMO) or Deputy MEMO and in consultation with the Emergency Management Coordinator (EMC), 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 MRM in the Council Emergency Operations Centre or Incident Control Centre during major emergencies
- A position description and operating guidelines are provided in the Deputy Municipal Recovery Manager Operating Guidelines. Training will be provided on emergency management processes and procedures.

Judgement and decision making

- Ability to solve complex problems in relation to key responsibilities by the effective application of innovative or established techniques and procedures in a demanding operating environment.
- 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.

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.
- Ability to engender public confidence, with a strong customer focus.
- 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 written and verbal communication skills and ability to write reports and prepare external correspondence.
- 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

- Driver licence.
- Degree in Civil Engineering with suitable 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 effectively collect and analyse data, and to assist in the formulation of policy and strategy.
- Understanding and proficiency in the application of relevant procedures, practices, acts and regulations.
- 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.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Advanced knowledge of, and ability to effectively use relevant technology systems and applications relating to key responsibilities.

Experience

- Extensive experience in key responsibility areas.
- Experience in Local Government is advantageous.
- 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.