



Position Description

A. POSITION PROFILE

Position:

Technical Works Coordinator

Position Evaluation:

Award: Band X Level X

Salary System Grade: Grade 16

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2020
Permanent Full-time*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

DGM

Section:

Technical Services

Location:

Cootamundra

Gundagai

Direct Supervisor:

Manager Technical Services

Number of Staff Supervised by this position:

25

B. STATEMENT OF FUNCTION

Manage the effective scheduling, costing and technical control of the Shire's technical engineering crews and support units in order to ensure efficient day to day delivery of construction, maintenance and civil works services to meet Council's objectives and requirements. Complete construction and maintenance projects and programs for local roads, bridges and drainage infrastructure.

C. KEY RESPONSIBILITIES

1. Efficient and effective advance scheduling and coordination of construction and maintenance work schedules, project programs and work gangs to ensure the timely completion of works within approved budgets.
2. Ensure crews and plant are effectively allocated to work programs and developing contingency plans to handle absence and change.
3. Ensure quality, public relations, safety and environmental considerations, associated with engineering works are delivered effectively.
4. Manage Vehicle and Plant Maintenance and Stores/Supply functions to ensure availability and serviceability on time and as required.
5. Verify and check time and plant sheets for correct job cost allocations and complete performance appraisals in conjunction with the Manager, assessing staff and contractor performance.
6. Day to day supervision of Team Leaders, Operators and their Construction/Maintenance crews/workers providing direction, support, conflict resolution, resource allocation, advice and on the job training.

D. DUTIES

1. Set out of works and levels as directed.
2. Assist with soil testing.
3. Collect data on the standard of Council assets within functional control.
4. Participate, with other relevant Council Officers, in the Plant acquisition process recommending replacement schedules, type and functionality and contribute to testing and negotiation as appropriate.
5. Plan, organise and coordinate team activities, ensuring resources are available for teams to complete works schedules.
6. Project management and administration including process of works orders, records, reporting on works, communication on progress and provision of recommendations.
7. Locate deposits of raw materials for maintenance works and negotiate with landowners for winning same. Hold and exercise the required Mining Licenses and credentials, as mandated.
8. Provides feedback/advice on practical operational matters and in the contribution of recommendations to replacement or acquisition programs and budgets.
9. Communicate Council policy, procedures and engineering instructions to staff within area of control.
10. Assist with the management of costs for allocated construction projects.
11. All aspects of road maintenance including roadside & traffic facilities.
12. All aspects of road construction including earthworks, drainage and pavement.
13. Liaise with consultants, contractors, suppliers, public agencies and other authorities to achieve quality outcomes.
14. Ensures mandated risk and environmental assessments.
15. Completes Documentation and contractual requirements, including those associated with the TfNSW as required.

E. ESSENTIAL CRITERIA

1. Minimum 5 years' experience in similar role, with demonstrated strengths in managing and motivating work teams to achieve results, in a Local Government Outdoor staff environment or similar.
2. Demonstrated ability to use MS Word, Excel and Outlook.
3. Completion of Supervisory/Management Certificates/Courses or willing to obtain.
4. Hold & maintain a Class MR Driver's License.
5. Ability to manage/monitor project costs in regards to budget, quality, safety and environmental considerations.
6. Ability to proficiently operate a variety of plant/heavy equipment.
7. Mining License or willing to obtain.
8. Ability to shape strategic thinking, complete research and analysis and determine practical solutions.
9. Ability to problem solve and achieve results through application of strong interpersonal communications skills.
10. Ability to communicate effectively, orally and in writing.
11. A sound knowledge of the WHS 2011 Act and possession of a WHS White Card.

F. DESIRABLE CRITERIA

1. Experience in asset management systems, ability to operate civil construction software Microsoft Project or Reflect.
2. Ability to read plans and set out levels.
3. Experience in Prepare Work Zone Traffic Management Plan.