

Position Description

Roads Engineer

November 2023

DETAILS

Team and Department	Engineering Services, Technical Services
Division	City Services
Supervisor	Coordinator Engineering Services
Direct Reports	Nil
Grade	16
Delegation of Authority	RC011
Budget Expenditure	Accountable for expenditure between \$2.5 million and \$5
Procurement Expenditure Levels	Choose an item.
City Plan Directions	Click here to enter text.

PURPOSE

To strategically plan and manage Council's roads assets in accordance with all statutory requirements, and Council's performance objectives.

KEY ACCOUNTABILITIES

1. Prepare, review and deliver capital works and maintenance plans for roads, footpaths and other associated assets in road reserves including specifications and contract documents, to ensure the quality of assets within Randwick City Council are world class in terms of quality, condition and functionality
2. Prepare the capital works program for roads and footpath assets for the coming year as well as preparing the 5 year capital works program for roads assets, ensuring programs are delivered according to Asset Management Principles, local policies, on time and withing budget.
3. Prepare grant applications and provide interagency and contractor liaison for roads asset projects, complete associated project monitoring, testing, administration, financial reporting and management of grant claims.
4. Prepare specifications, arrange for condition based assessment of roads assets and liaise with the community and Council's staff in relation to roads assets issues and enquiries.
5. Administer Council's Pavement Management System (PARMMS), Corporate Asset Management System (SAM) for roads assets, provide and manage relevant roads assets information for inclusion into Council's GIS, undertake performance monitoring and reporting, and investigate and resolve property matters potentially impacting the road reserve.
6. Be held accountable for working conditions under your control, initiate corrective action where necessary and follow up to ensure corrective actions are documented, and for detecting any unsafe or unhealthy conditions or behaviour.

7. Ensure that all employees, contractors, and sub-contractors and their employee are qualified in all tasks prior to the commencement of any project.
8. Ensure that the workplace is safe and without risks to health, and that all required safety equipment is identified, supplied and used on all projects.
9. Ensure adequate security, care and maintenance of the assets used within programs.
10. Ensure compliance with Council's financial management policies and procedures, and manage actual total expenditure to within original adopted budget for each program.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Tertiary Degree in Civil Engineering and/or equivalent experience.
2. A Class C driver's licence.
3. Experience in pavement design, inspection and testing of pavement materials.
4. Experience in advanced asset management techniques including pavement management systems, asset management systems and preparation of asset management plans.
5. Writing reports, funding submissions and formal correspondence.
6. Experience with word processing, spreadsheet and database applications.
7. Excellent communication skills, both oral and written.

DESIRABLE

1. Extensive knowledge and experience in Local Government Engineering and Management.
2. Knowledge and the experience in the use of corporate accounting software for financial reporting assets.
3. Experience in economic assessment techniques.
4. Experience in the use of AUSPEC FOR Council works.
5. Experience in Contract Management and administration.
6. Experience with asset information management and GIS.
7. Demonstrated presentation skills.
8. Ability to negotiate and liaise effectively with community representatives.
9. Experience in research and statistical analysis.
10. Ability to work with minimal supervision.
11. Prepared to work outside normal business hours on occasions.
12. Negotiation and conflict resolution skills.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
WHS General Construction Induction (White) card	YES
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.