



**SHIRE OF YORK**  
**Engineer - Works Management**

Applications are requested for the above position from suitably qualified and experienced persons for the role of managing and directing a large scale works programme.

The position will be offered as a 3 – 5 year contract basis and with the associated salary package of \$123,741 to \$135,275 range.

The position description and selection criteria are available on the website [www.york.wa.gov.au](http://www.york.wa.gov.au) or by contacting Gail Maziuk on 08 9641 2233.

Applications will be received at the Shire of York, PO Box 22, York, WA, 6302 or by email to [records@york.wa.gov.au](mailto:records@york.wa.gov.au) up to **4.00pm on 2<sup>nd</sup> April 2013.**

Mr Ray Hooper  
CHIEF EXECUTIVE OFFICER



# SHIRE OF YORK



## Engineer – Works Management

<b>Organisation Name</b>	Shire of York
<b>Job Type</b>	Permanent
<b>Job Status</b>	Full-Time
<b>Contact Name</b>	Gail Maziuk
<b>Position</b>	Senior Administration Officer
<b>Contact Email</b>	records@york.wa.gov.au
<b>Telephone</b>	08 9641 2233
<b>Address</b>	PO Box 22 York WA 6302
<b>Lodgement</b>	PO Box 22 York WA 6302
<b>Deadline for applications</b>	

Applications may be submitted by email to [records@york.wa.gov.au](mailto:records@york.wa.gov.au). Applicants should check with Susan Johns on 08 9641 2233 that any email application has been received prior to the closing time.

Note: Late applications will not be considered for the position.

**Position:** Engineer – Works Management  
**Department:** Works  
**Reports to:** Chief Executive Officer  
**Classification:** Contract Position 3 - 5 years

This position is to provide engineering and works management services to the Shire of York and potentially to the RTG Members (consisting of Cunderdin, Quairading and Tammin). The Works Programme encompasses all aspects of road construction and maintenance, weed & environmental matters, parks, gardens and verges, street trees, litter management, footpaths, drainage and any other work related matters included in the annual capital and operating budgets.

### **Position Objective**

This is a senior professional position in the Shire of York that requires the individual to demonstrate and draw on expertise acquired from extensive, varied and responsible levels of professional engineering experience. The Engineer will also be expected to handle a wide range of duties related to all manner and complexity of development applications and planning issues in addition to the role in works and traffic planning and management and meeting transport needs.

The Engineer will work with the Council's Planner to assist with development assessment, subdivision appraisals etc. The Engineer will work independently or with other staff as the situation dictates. Presentations to Council and other committees are an integral component of the scope of duties. The Engineer will assist the Chief Executive Officer in developing and implementing works, transport and drainage policies and processes at the local and regional level.

The Officer will provide advice and support to the Council, Chief Executive Officer and other staff. Provide leadership to the works functions and liaise with external bodies to advance engineering and works concepts and processes.

The Officer will undertake functions related to engineering and works management services for the Shire of York to ensure that traffic and transport management issues throughout the municipality are addressed in a professional, timely and accurate manner.

It is anticipated that the Engineer will also provide advice and support on the regional levels and in particular to RTG members.

### **Key Responsibilities**

#### ***Position Specific Responsibilities***

- Deliver a range of quality traffic engineering services across the organisation encompassing investigations, writing of Council and other reports, parking requirements, transport and traffic studies, engineering design, estimating, administration and implementation of traffic schemes, traffic impact assessments for private developments and facilitating public input into traffic and transport related issues.
- Assist in the development of strategic advice to Council on local and state-wide traffic and transport related issues.
- Contribute to the development of a culture of quality, industry best practice and customer focus across the works team.
- Assist with the review of the transport and traffic needs of the Shire, integrated transport planning and traffic safety.
- Liaison for bridge upgrading programmes.
- Regional Road and Blackspot funding applications.
- Attendance at Regional Roads and sub-group meetings.

- Compliance with clearing regulations and compliance reporting.
- Contribute to resolution of planning referrals, road safety and traffic issues.
- Provide advice to the Chief Executive Officer, Councillors and staff across the organisation on traffic and transport management issues.
- Demonstrate teamwork, professionalism and a commitment to residents/customers.
- Work in accordance with the Occupational Health & Safety Act, 2004 and Council's OHS Policies.
- To understand and observe the Risk Management Policy and related procedures, which are, designed to minimise injury or loss.
- Prepare and update 10 year plant replacement programmes.
- Co-ordinate the development and maintenance of street landscaping and street trees.
- Control the maintenance areas of the Council including: parks and gardens, bridge construction etc.
- Plan for and maintain adequate street lighting in the district.
- Monitor work practices to ensure safety of employees and compliance with Occupational Health and Safety Legislation. Ensure that traffic management and signage criteria and standards are met.
- Ensure acceptable work productivity standards and implemented and maintained.
- Monitor expenditure of funds against budget allocations.
- Prepare the works component of the annual budget and forward road work plans.
- Monitor productivity of labour and plant and make appropriate recommendations to the Chief Executive Officer.
- Prepare and implement written programs for works in liaison with Chief Executive Officer and Deputy Chief Executive Officer.
- Check and ensure accuracy of accounts for payment.
- Design and manage the construction areas of the Council including: roads, footpaths, bridges, culverts etc.
- Prepare and monitor 10 year works programmes.
- Prepare and implement appropriate training plans for works staff.
- Develop and implement a rolling road count programme and ensure that data is update on road systems in place ie ROMANS II.
- Manage and control contracts and tenders within the Works Section.
- Attendance at works related seminars, regional road sub-group and other conferences / training.
- Investigate public requests in accordance with approved procedures.
- Any other duties as directed by the Chief Executive Officer.

### ***Corporate Responsibilities***

- Adherence to all Council Policies and Procedures.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### **Authority**

Decisions made in the normal course of the position:

1. Powers, duties and functions delegated pursuant to the Local Government Act, 1995 and associated legislation and Council's delegations.
2. Preparation of correspondence to applicants/agents, residents, community groups and authorities within the limits of Council policy and procedures.
3. Works and operates within the parameters of the Shire's Policies and procedures, relevant legislation and as directed by the Chief Executive Officer.

This position has the authority to:

4. Approve expenditures on budgeted items.
5. Assist in the development of the transport team budget and also the development of various budgets for projects as required.
6. Supervision of the works crew and contractors.
7. The officer will be an experienced engineer in the traffic and transport area and should be able to make traffic management decisions from experience and provide guidance as required.
8. Sign orders to authorise operational and capital expenditure within the budget allocations.
9. Signs requisition for stores stock items.
10. Assists in the appointment of staff within Council's Works crew in liaison with the Chief Executive Officer.
11. Management of all civil and works based component of the annual budget.

### **Organisational Relationships**

Reports directly to the Chief Executive Officer.

Internally - Relate with Deputy Chief Executive Officer, Environmental Health Officer, Planner, technical services staff, management, other employees and elected members. Management of approximately 11 Award Employees.

Externally – Engagement and management of contractors. Relate with Main Roads WA, Department of Environment and Conservation, Department of Water, Main Roads WA, State Agencies, regional organisations, developers, landowners and works contractors.

### **Performance Indicators**

- Budget designated works to be completed in the budget year and within budget limits.
- Multi-skilling of work staff to ensure continuity of operational capacity.
- Organisational and project planning associates with the annual works programme and 10 year plan.
- Team building within both the works crew and the whole organisation.
- Preparation of works reports for Council.
- Compliance with the Conservation Act for road construction and maintenance activities.
- Minimise work related accidents and time lost.
- Compliance with Traffic Management Requirements.
- Regional service delivery to RTG, as required.
- Project management for specific Shire contracts and developments.
- Implementation of relevant asset management plans and reports.
- Obtaining contracts for external works to generate income for the Shire of York.
- Prepare rolling 10 year Plant Replacement Programmes.

## **Occupational Health, Safety and Welfare and Risk Management**

The Council is committed to Occupational Health and Safety in all areas of Council's operations.

As a Supervisor within the organisation you will ensure that you represent the organisation in complying with the requirements of the Section 19 of the OSH Act which requires that –

"An employer to, so far as practicable:

- Provide and maintain a working environment where employees are not exposed to hazards,
- Provide and maintain workplaces, plant & systems of work, as far as practicable that employees are not exposed to hazards,
- Provide information, instruction, training & supervision to enable employees work without being exposed to hazards,
- Consult & cooperate with safety & health representatives & employees.

As an employee of the organisation you will ensure that you comply with the requirements of Section 19 of the OSH Act which requires that:

"An employee shall take reasonable care to:

- Ensure his/her own safety & health at work & avoid adversely affecting the safety & health of other persons,
- Comply, as far as is reasonably able, with instructions given by management,
- Use appropriate devices & protective equipment in the manner in which he/ she has been properly instructed,
- Not to interfere with or misuse anything provided in the interest of safety & health,
- Immediately report a hazard, incident or work injury to the employer."

## **Equal Employment Opportunity**

Employees of the Shire of York are required to adhere to the requirements of the Equal Opportunity Act and all other associated legislation, including the Local Government Act.

## **Records Management**

The incumbent is responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation.

## **Selection Criteria (Essential)**

### *Qualifications and experience*

- Bachelor of Engineering and previous experience in local government, ideally at a Senior Officer level.
- Experience in word, excel, access, lotus notes, GIS systems and ROMANS II.

### *Other technical skills and experience*

- Experience and knowledge of legislative requirements.
- Experience and knowledge of the principles of benchmarking.
- A flexible approach to problem solving. Have the ability to manage a variety of complex tasks concurrently and within budgets and timeframes.
- Asset Management Responsibilities.

### *Interpersonal*

- Excellent written and verbal communication skills.
- Excellent presentation skills and the ability to communicate effectively with community groups.

### *Leadership/management:*

- Ability to manage a variety of difficult to complex tasks with minimal supervision, with evidence of a strong commitment to quality and customer service.
- Expertise in managing staff and commitment to the achievement of team objectives.
- Supervisory skills of consultants and contractors engaged on a project basis.

#### **Other Attributes**

- Must be able to remain calm in tense situations.
- Knowledge of and commitment to the principles of Equal Opportunity and Occupational Health and Safety.
- Holder of a current 'C' class drivers licence.

#### **Notes and comments:**

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of Western Australia is essential.
- May be required to attend out of hours meetings.
- The position is based on a 19 day month with hours being based on the Engineering and Works Management requirements under the annual budget.
- This position is a service pay position (incorporated into gross salary)
- Rostered Days off are given each month.



# Conditions of Employment

The position of Engineer – Works Management is offered as a full time position under a contract of employment for either a three (3) or five (5) year term under the following conditions:

## Salary

Salary – Cash component	\$ 84,000 - \$94,000
Occupational Superannuation (9%)	\$ 7,560 - \$8,460
Local Government Superannuation (5%) (Subject to staff matching contribution)	\$ 4,200 - \$4,700
Staff Housing – Rental Subsidy (In Council Provided House)	\$ 5,200
17.5% Leave Loading (To be part of cash)	\$ 1,131 - \$1,265
Uniform Allowance	\$ 250
Water & Shire Rates – Staff House	\$ 1,400
Professional Development	\$ 3,000
Telecommunication Allowance	\$ 1,000
Vehicle (Unrestricted Private Use)	\$ 16,000
<b>TOTAL</b>	<b>\$123,741 - \$135,275</b>

## Annual Leave

Four (4) weeks per year with leave loading to be built into the cash component.

## Sick Leave

In accordance with the conditions of the Local Government Officers Award.

## Long Service Leave

As per the Local Government Long Service Leave Regulations.

## Hours of Duty

Minimum of 152 hours per month - Monday to Friday. This position requires the person to work the hours necessary to meet the requirements of the position.

No overtime is payable in this position.

## 19 Day Month

A 19 day month applies to this position with unused rostered days off being paid out each six month period (30<sup>th</sup> June and 31<sup>st</sup> December) unless accruals are approved by the Chief Executive Officer.

## Service Pay

Service pay is due and payable in accordance with the Shire of York Collective Workplace Agreement.

## Salary Increases

Increases applied in accordance with annual salary reviews applicable to Senior Managers.

National wage increases also apply to the position.

## **Vehicle**

A fully maintained vehicle shall be provided for the position with unrestricted private use by the staff member within the State.

## **Contract of Employment**

A contract based on the WALGA model will be used for this contract of employment for a three (3) or five (5) year term.

## **Staff Housing**

Available for the position at a subsidised rental of \$150 per week.

The Shire of York will pay local government and water rates and water usage for this residence.

## **Telecommunications**

A mobile phone will be provided for the position for office use and \$1000 per annum will be payable for broadband and telephone use at the residence.

## **Professional Development**

Up to \$3000 per annum will be available to the staff member for attendance at engineering related conferences and seminars and other professional development associated with the position.

## **Clothing Allowance**

A uniform allowance of \$250 per annum shall be payable.

## **Other Conditions of Employment**

As per the Local Government Officers Award, Contract (including this document) and any Council employment policies in place from time to time.

Ray Hooper

Chief Executive Officer