



## POSITION DESCRIPTION

<b>Position Title</b>	Technical Services Coordinator
<b>Position Code</b>	1304
<b>Business Unit</b>	Infrastructure Planning & Delivery
<b>Work Group</b>	Technical Services
<b>Position Classification</b>	Band 8
<b>Effective Date</b>	July 2021

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** To provide technical input and support to the Manager on projects, engineering development and engineering design.

**1.2** To efficiently and effectively manage Council's Technical Services Unit in the delivery of design, development, construction and project management.

**1.3** To provide strategic direction in all aspects of engineering.

## 2. Working Relationships

Reports to	Manager Infrastructure Planning and Delivery
Supervisors	Senior Design Engineer Development Engineer Senior Road and Safety Officer Graduate Engineer

## 3. Key Responsibilities

**3.1** Act as the supervising registered engineer as per Professional Engineers Registration Act 2019

**3.2** Provide engineering advice and expertise to internal and external stakeholder in the planning, design, development and management of infrastructure including roads, bridges, buildings, drainage, flood mitigation and waste.

**3.3** Manage Council's engineering function in development engineering, ensuring applications & works are reviewed, managed & controlled in accordance with applicable standards, policy and legislation and that Council assets are protected throughout development.

**3.4** Manage the design aspect of project management including detailed design work, specification development and cost estimates for various projects.

**3.5** Investigate, analyse and provide technical solutions for engineering issues and associated risk and introduce problem solving processes.

**3.6** Manage all aspects of road safety including traffic management plan approvals and attend meetings with external authorities to discuss road safety and traffic matters.

**3.7** Manage and control time, budget expenditure and resources to deliver high profile projects to achieve organisational targeted outcomes.

**3.8** Produce reports and make presentations as required to Council, Corporate Management Team, Senior Management Team and at other forums.

**3.9** Inform budget for the Technical Service Unit and regularly monitor budget to ensure compliance with all necessary parameters and reporting requirements.

**3.10** Develop, implement and monitor individual and team action plans, developed in consultation with team members and the Manager - Infrastructure Planning and Delivery.

**3.11** Ensure the operations of the unit are financially sustainable and reporting requirements are complied with.

**3.12** Provide an active mentoring role in the professional development of staff.

#### **4. Core Physical Requirements**

**4.1** Capacity to, on occasion, lift items unspecified in weight within individual limits.

**4.2** Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

**4.3** Capacity to work in an outdoor environment for varying periods of time

#### **5. Accountability and Extent of Authority**

**5.1** Participate in policy development by the use and application of proven professional engineering procedures and knowledge. The position provides discreet professional engineering advice to the Council.

**5.2** Accountable for the provision of expert engineering advice on strategic policy matters applicable to engineering.

**5.3** Accountable for the effective management and development of a team of engineers and technical staff in the delivery of engineering activities.

#### **6. Judgement and Decision Making**

**6.1** This position has a significant degree of autonomy and will be required to make decisions that have long-term outcomes and effects on Council and the community.

**6.2** Advanced technical skills will be required to solve problems of a complex nature and will require advanced decision making skills to make choices from multiple options.

#### **7. Knowledge and Skills**

**7.1** Developed skills and ability in the application of civil engineering investigation, design and construction practices and techniques.

**7.2** Highly developed analytical and investigative skills.

**7.3** Strong project management skills.

**7.4** Advanced decision making skills.

**7.5** A sound knowledge of budgeting, accounting and financial procedures.

**7.6** A sound knowledge of OH&S and risk management.

**7.7** Demonstrated skills in managing time, setting priorities, planning and organising own work and other employees to ensure specific and set objectives are achieved despite competing demands for time.

**7.8** Ability to motivate and develop specialist professional staff on an individual and a team basis.

**7.9** Ability to gain cooperation and assistance from peers, consultants, developers, agency representatives, members of the public and other employees to achieve the objectives of the unit.

**7.10** Highly developed interpersonal and communication skills

## **8. Qualifications and Experience**

**8.1** Qualifications allowing you to act as the supervising registered engineer as per Professional Engineers Registration Act 2019.

**8.2** Significant experience in management preferably in local government, state government or the development industry.

**8.3** Specialist knowledge in civil engineering investigation, design and construction practices and techniques.

## **9. Key Selection Criteria**

**9.1** Qualifications allowing you to act as the supervising registered engineer as per Professional Engineers Registration Act 2019.

**9.2** Significant experience in management preferably in local government, state government or the development industry.

**9.3** Proficiency in the application of civil engineering investigation, design and construction techniques.

**9.4** Strong management skills with the ability to motivate and develop specialist professional staff.

**9.5** Demonstrated skills in resource management together with a sound knowledge of budgeting, project management and project delivery.

**9.6** Ability to write clear and concise reports for the provision of expert engineering advice and recommendations on engineering matters.

**9.7** Sound knowledge of OH&S, Legislation, Codes of Practice, Acts and Standards applicable to Engineering and Local Government.

**9.8** A current drivers license.

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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