

Position Description

Position Title	Manager Technical
Position Code	TECH001
Department	Engineering
Division	Technical
Reports To	Director Engineering
Direct Reports:	5
Position Classification	Professional Specialist Band 3, Level 3
Position Status	Full time
Allowances	Civil Liability Allowance

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE OF POSITION

Manager Technical			
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Design Engineers	Survey and Design Technical Officer	Draftsperson	Cadet Civil Engineer

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide management of Council's survey and design and provide technical expertise to other Council departments and divisions to ensure successful completion of operational and project requirements in line with Council's Community Strategic Plan, Delivery Plan and Operational Plan.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Technical, Design Engineering</i>	<i>40%</i>
<i>Strategy, Planning and Design Management</i>	<i>40%</i>
<i>Leadership and Management of Technical Division</i>	<i>20%</i>

POSITION RESPONSIBILITIES

- Manage Council's survey and design including:
 - Survey investigation and planning, design and as constructed plans of various civil infrastructure projects as required by internal and external clients; including, but not limited to:
 - Rural Road Design including geometric design and pavement design;
 - Rural culvert design including hydrological and hydraulic analysis;
 - Urban Road Design including Kerb & Gutter and intersection design;
 - Urban Stormwater Design;
 - Water Reticulation and Pump Station Design;
 - Sewerage Reticulation and Pump Station design;
 - Small concrete and steel structures design.
 - Preparation of 'Works as Executed' (WaE) plans for completed projects;
 - Utilisation of various Computer Aided Design (CAD) software packages, and survey equipment for civil infrastructure projects;
 - Provide the accurate data required for the programming of capital projects; including material quantities and set-out information;
 - Provide support to the Works Section for the Machine Control upload of designs to graders, where required;
 - Provide support to the Works Section on the setup of GPS base stations and GPS rovers;
 - Develop, review and monitor a design framework including processes, procedures and design checklist for the efficient and effective delivery of survey and design;
 - Undertake Road Safety Audits where required.
- Manage Council's Drone Survey and Design Operations including:
 - Holding and maintaining a Drone pilots licence (RePL) and maintaining Council's Remotely Piloted Operator's Certificate (ReOC);
 - Preparation and maintenance of a Council specific Drone Policy and Procedures;
 - Organisation and approval of drone flights for Survey and Design;
 - Ensure all upgrades and calibration of Drone equipment is fully compliant;
 - Ensure that all operators of Council's Drone equipment undertake regular maintenance on equipment ensuring safety and accuracy of data;
 - Ensure Council is compliant in all aspects of CASA's rules and regulations in regards to drone use
- Provide engineering advice related matters in regards to Council's infrastructure and development matters;
- Develop, foster and maintain collaborator relationships with other departments and divisions of Council in the delivery of survey, design services and engineering advice;
- Prepare scope of works, design estimates, engagement and the management of consultants

to provide investigation and design services for various Council projects;

- Management of the National Heavy Vehicle Access Permit applications on behalf of Council;
- Investigate and coordinate all Council and development traffic matters and participate in the Traffic Advisory Committee;
- Undertake design reviews (including safety in design), design verification and 'as constructed plans';
- Participate in regional initiatives as directed by the Director Engineering;
- Keep up to date and abreast with the latest in technology and information as it relates to civil engineering;
- Undertake planning, concept, feasibility and detailed designs as required by Council in a timely manner;
- Any other civil engineering design duties as requested by the Director Engineering.




Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines
- Manage and develop staff through implementation of Council's Human Resource Management Systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Director Engineering	Direct report and professional guidance / advice
Works and Water Teams	Provide engineering support services as required
Technical Team	Provide leadership, direction and support to the technical division and ensures operations are being delivered effectively and efficiently
Department Planning and Growth	Provide engineering services support
Road Safety and Injury Prevention Officer	Provide professional engineering advice and assistance as required
Council Staff	Provide relevant advice and assistance as required
External	
Traffic Advisory Committee	Provide professional engineering advice to the Traffic Advisory Committee
National Heavy Vehicle R	Liaison on matters relating to heavy vehicles
Contractors and Consultants	Management of contractors and consultants in the delivery of projects as required

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Works Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

PERSON SPECIFICATION

Essential

- Degree qualification in Civil Engineering or an equivalent qualification with the ability to be a Registered Professional Engineer on the National Engineering Register (NER) with Engineers Australia;
- Class C (Standard) Drivers Licence.

Desirable

- Level 2 Road Safety Auditor Certificate;
- Remote Pilot Licence (RePL), or ability to obtain;

Experience

- Demonstrated experience in Civil Engineering Design and plan preparation;
- Demonstrated experience in the use of a Robotic Total Station and Machine Control;
- Demonstrated experience in Traffic Matters and preparing reports for Traffic Advisory Committee;
- Demonstrated experience in Project Management;
- Demonstrated leadership experience.

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Council will provide leaseback opportunities with this position which will include full private use. Conditions will be in line with Council's Leaseback Policy;
- Mobile Tablet;
- Mobile phone

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No