



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Executive Manager Engineering Services



1. **TITLE and POSITION NUMBER:** Executive Manager Engineering Services (005)
2. **LEVEL:** Negotiated
3. **TERM:** 3-5 year performance based contract
4. **DEPARTMENT:** Engineering Services
5. **LOCATION:** Shire of Merredin Administration Building
6. **POSITION OBJECTIVES**

The Executive Manager Engineering Services (EMES) reports directly to the Chief Executive Officer (CEO) and as a member of the Shire's leadership group, fosters cooperation across all directorates. Active leadership is a key function of the role, particularly in the management, coordination and delivery of all infrastructure projects and services. The role is responsible for the maintenance of all infrastructure assets in the areas of roads (including construction), footpaths, buildings, parks and gardens, cemetery, water and waste. The EMES will provide advice to the Council, the community, contractors and developers, on engineering related matters in accordance with the Council's strategic and operational plans, policies and procedures.

As a key member of the Executive Leadership Team, the EMES will provide strategic input and direction to various projects and work activities of the organisation. The EMES will work collaboratively with the Council, staff, and community to establish an acceptable level of service delivery for our engineering services.

7. **REQUIREMENTS OF THE POSITION:**

- 7.1 Experience:**

- Management experience, providing leadership and strategic direction, preferably to a multi-disciplinary team in a local government environment.
- Experience in all aspects of civil project management, road maintenance/construction and parks and gardens management.
- Experience in collaborating with people at all levels including staff, Council, State/Federal Government, external agencies and members of the community, to produce positive outcomes.
- Demonstrated Project Management experience related to the role requirements.

- 7.2 Knowledge and Skills**

- Extensive knowledge of local government, including relevant legislation, structure, practices and processes.
- An understanding of the key political, social, demographic, and economic factors affecting regional WA and how these may impact your work.
- Sound knowledge of strategic and corporate planning processes in a local government setting.
- Strong interpersonal skills with a demonstrated ability to problem-solve and negotiate outcomes for the benefit of the Shire and the community.
- A high level of verbal and written skills with experience communicating complex information in a variety of forms, contexts and across a range of levels including staff, Council, contractors and the community.

- Knowledge of Workplace Health and Safety legislation and experience in its application.
- Highly developed time management and organisational skills.

8. KEY ACCOUNTABILITIES:

8.1 Leadership and Strategic Outcomes

- Act decisively, with significant personal integrity, honesty and high ethical standards.
- Model effective leadership by consistently addressing critical and difficult issues and negotiate, mediate and resolve conflict when it occurs.
- Promote and model professional behaviour consistent with the Shire's Code of Conduct and organisational values.
- Develop, promote and encourage a positive and productive culture throughout the organisation.
- Encourage excellence through providing regular constructive feedback that promotes high performance within the directorate.
- Oversee and report on the strategic management of all Shire assets through the asset lifecycle.
- Develop and monitor the translation of strategic asset management planning into operational work plans to ensure value for money outcomes.
- Oversee the Shire's capital works program, fostering quality focused delivery of infrastructure to the community.
- Oversee business improvements in the areas of asset, project and contract management.
- Oversee and ensure the successful delivery of infrastructure projects, including achieving quality, budget, time and delivery targets and assisting to problem solve issues.

8.2 Technical

- Provide engineering advice to Council and Executive Staff as required.
- Prepare and present written reports to the Council as required or as directed by the Chief Executive Officer.
- Assist in the preparation of survey and design drawings as required.
- Prepare maintenance specifications for plant, equipment, roads, landfill, parks and gardens as required.
- Prepare specifications and scope of works for contractors for the delivery of contracted maintenance, capital works, plant replacement and all other works, as required.
- Assist Council with planning and design in respect to other areas of Council jurisdiction as required, whether controlled by Council or community groups on behalf of Council.
- Provide engineering advice to all stakeholders or any works that interface with Shire assets.
- In liaison with the Executive Manager Development Services (EMDS) and the CEO, assess applications for subdivision approvals and provide advice to Council in respect to engineering conditions that should apply.
- Provide cost estimates for private works carried out by Shire staff for external

parties.

8.3 Management

- Manage the outside workforce through the Shire Outdoor Crew Supervisors.
- Maintain a working environment for employees that is safe and without risks to their physical and psychological health so far as reasonably practicable.
- Ensure that management of staff within the Directorate is undertaken in accordance with Shire policy and all relevant statutory requirements.
- Work with the Executive Manage Corporate Services (EMCS) for the recruitment of positions within the Directorate.
- Conduct induction processes for positions within the Directorate in accordance with Shire policy.
- Monitor staff development and recommend training requirements.
- Maintain communication and co-operation across the organisation to ensure the most effective results in respect to the overall management of the Shire's affairs.
- Ensure the timely and efficient undertaking of Shire requirements in accordance with priorities set out in the relevant plans, policies and decisions.
- Develop and maintain the Shire's planning program for roads and associated infrastructure to ensure a safe and reliable network.
- Develop, monitor and amend the Shire's Asset Management plans and other Integrated Planning and Reporting Framework documents, to inform the Long-Term Financial Plan and Annual Budgets.
- Coordinate the Shire's Asset Management program for roads, footpaths, drains, playground equipment and buildings.
- Ensure that all Shire Infrastructure assets including roads, footpaths, drains, playgrounds, buildings, street trees and other public amenities are maintained in a safe condition.
- Provide advice regarding the development of Shire policies, plans and Local Laws as they relate to engineering matters.
- Manage procedures as required by Main Roads and under the Local Government Act to close roads and thoroughfares both temporarily and permanently.
- Attend regular Regional Road Group meetings on behalf of the Shire.
- Provide advice and undertake any other duties as required by the Chief Executive Officer.

8.4 Finance and Administration

- Manage and supervise project teams and contractors as engaged from time to time.
- Prepare and action correspondence as a result of Council decisions and as directed by the Chief Executive Officer.
- Provide support for 'Roadwise' initiatives.
- Ensure all procurement activities are compliant with Shire policies and legislative requirements.
- Prepare funding applications including all relevant documentation related to works requirements.
- Assist with securing and monitoring project funding, including the completion of budget reviews, budget amendments and acquittals.

- Prepare annual, 5 year and 10 year capital works programs in consultation with the Executive Manager Corporate Services and the Chief Executive Officer.
- Liaise with State and Federal government departments, statutory bodies and other relevant organisations on current issues, legislation, policies and developments relevant to the Shire of Merredin.
- Provide input into budget deliberations to ensure that agreed levels of service are able to be delivered within approved budget allocations.
- Report in a timely manner, amendments required to approved budget allocations.
- Establish and review in consultation with the Executive Manager Corporate Services accurate records, management documents and control systems relevant to all Engineering Services matters.
- Attend to call outs after working hours (emergencies) and organise availability for work after hours.

8.5 General

- Attend all meetings of Council as required and complete reports as necessary, including the preparation of meeting agenda items and managers reports in a timely manner.
- Assist the CEO in the administration of relevant Federal or State legislation.
- Actively work to build cross organisational business processes.
- Work to improve service delivery, facilitate partnerships and encourage collaboration across the various directorates.
- Provide research, guidance and advice to support the development and implementation of programs and actions to introduce, maintain or expand functions and services across the Directorate.
- Comply with the Shire's Code of Conduct, management directives, approved policies and procedures.

9. ORGANISATIONAL RELATIONSHIPS:

Responsible to: Chief Executive Officer

Supervision of: Outside Crew Supervisors
Outside Workforce including Town Maintenance,
Construction and Landfill Staff

Internal and External Liaison:

Internal: Chief Executive Officer
Shire President and Councillors
Executive Managers
All employees

External: Main Roads WA
Developers and Builders
Ratepayers
Government Departments
Other Local Government Authorities
General Public

10. SELECTION CRITERIA

Essential Criteria

- Highly developed skills and experience in project, financial, risk, and contract management.
- Previous experience in a management position in local government or a related commercial or public sector environment.
- Demonstrated understanding of the legislative, compliance and governance requirements for local government.
- Knowledge and understanding of strategic and operational infrastructure asset management principles and practises.
- Experience in overseeing the successful delivery of capital works programs.
- Practical experience in relation to civil construction practices and methods.
- Demonstrated ability to analyse, adapt and think creatively to solve problems.
- Well-developed knowledge of contemporary Workplace Health and Safety practices.
- Proven leadership, conflict resolution and team development skills.
- Demonstrated ability to lead a multi-disciplinary team.
- Competency in drawing, reading, and interpretation of engineering drawings and on-site set out.

Essential Qualifications/Requirements

- Bachelor level qualifications in a field relevant to the requirements of this role.
- Project Management qualifications or relevant experience.
- A current 'C' class driver's licence.

Desirable

- Post graduate leadership and/or project management qualification.
- Hold a formal engineering qualification – Bachelor of Engineering or equivalent that is formally recognised in Australia with 2 years' experience undertaking road building supervision and design.
- Competency in road design.
- Sound knowledge of the Local Government Act 1995 as applicable to property, land use, streets and thoroughfares.

11. EXTENT OF AUTHORITY

Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995, subsidiary regulations, applicable Accounting Standards and other legislation.

12. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and Drug & Alcohol Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.

- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

13. POSITION AND INCUMBENT DETAILS

<i>Current Incumbent</i>	Incumbent Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date:

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.