

<b>POSITION TITLE</b>	<b>Coordinator Technical Services</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Technical Services</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 6/7</b>
<b>REPORTS TO</b>	<b>Manager Technical Services</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Works
- Technical Services
- Water & Waste
- Assets & Projects

### Position Summary

This position is responsible for the overall management and coordination of Mareeba Shire Council's Technical Services Section including Survey, Design, Quality, Investigations and the Materials Testing Laboratory. This position will report to the Manager Technical Services on any issues relating to areas of responsibility.

### Key Responsibilities

- Manage and coordinate the Technical Services section including Real Property Survey, Engineering Survey, Design, Quality, Investigations and the Materials Testing Laboratory to provide quality and cost effective services for the delivery of Council's Capital Works Program and also external customers
- Coordinate and manage the preparation and review of annual budgets, business plans and operating plans for the Technical Services section
- Coordinate the management and preparation for the development and reporting of performance indicators, technical reports and business advice to the Manager Technical Services and Council in a timely manner for the Technical Services section as required
- Review and manage the coordination of correspondence and complaints within the Technical Services section in a prompt and timely manner
- Review, assist and provide advice in the management of works associated with the Mareeba Aerodrome
- Provide advice, guidance, monitor and maintain the management of the quality system for Design Services in compliance with AS/NZS ISO 9001:2016
- Provide guidance, monitor and assist in maintaining the Materials Testing Laboratory and assist in ensuring compliance with NATA requirements

- Develop, maintain and review all systems, procedures and performance standards associated with the operation of the Technical Services section to ensure consistency with Council's Quality Management System and ensure a culture of continual improvement is supported and maintained
- Liaise with auditors from external agencies to ensure that the Technical Services sections Quality Assurance documentation remains current and relevant to the needs of the section and its customers
- Mentor, train, supervise, resource and advise staff within the Technical Services section including Survey, Design, Quality, Investigations, and the Materials Testing Laboratory and provide direct technical and personal support where required and oversee and review the progression of cadetships within the Technical Services section to ensure that adequate mentoring and training by senior staff is provided;
- Provide technical advice for special projects as directed by Council and ensure that the standard of services provided by the Technical Services section meets all internal and external customers' expectations
- Liaise with internal Managers and Coordinators within Council and external agencies in the development and determination of design requirements of specific projects as well as development of quotations for financial contractual arrangements
- Attend field / office site reviews and offer technical and legislative advice on project reviews of specific projects as requested by Council, Councillors, Consultants and Internal Clients and attend meetings of Council, Committees and other bodies as required
- Relieve the Manager Technical Services during times of absence, and oversee the role and operations of all Technical Services staff
- Other reasonable duties as directed from time to time

#### **Skills and Knowledge**

- Highly developed verbal communication with demonstrated achievement in effectively liaising and negotiating with clients, regulatory authorities, consultation groups and other staff
- Highly developed written communication skills, with demonstrated achievement in compiling effective reports and correspondence
- Highly developed computer literacy skills, specifically in accessing information management systems, using project control, design programs and scheduling software
- Ability to interpret and analyse financial information and a developed understanding of budget processes
- Ability to time manage multiple projects for delivery to Civil Works or external clients
- Demonstrated high level of knowledge and practical application of relevant standards, technical guidelines and regulations

#### **Qualifications and Experience**

##### ***Essential (Mandatory for the position)***

- Current Queensland C class driver's licence
- Tertiary qualifications in Civil/Structural Engineering/Surveying (Associate Degree minimum)
- Minimum 5 years in the Civil Engineering field and management experience in a medium to large multi-disciplined organisation
- Queensland Construction White Card, or National equivalent

##### ***Desirable***

- Member of Engineers Australia
- Sound experience applying the requirements of the MUTCD and TRUM manuals
- Strong knowledge of Computer programs relevant to the Section's operation i.e. AutoCAD, 12d, Microsoft based software package
- Diploma level qualifications in Project Management or equivalent experience

**Leadership Competencies**

People in supervisory roles play a vital role in the successful operation of Council functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

**Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

**Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

## **SCHEDULE L1**

### **LEADERSHIP COMPETENCIES**

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

#### **Act as a role model on behalf of Council**

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

#### **Lead teams effectively**

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to raise suggestions for improvements and initiatives, consider them and provide feedback on the outcome.
- Identify problems and formulate solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

#### **Foster excellent performance and address performance issues**

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

#### **Work as a united team**

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments so as to achieve overall positive results.

## SCHEDULE S2

### WHS RESPONSIBILITY STATEMENT

#### Managers, Coordinators & Supervisors

Managers, Coordinators and Supervisors are responsible and accountable to their department Director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility.
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions.
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS.
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the 'Hazard Inspection Matrix' and hazard Checklist.
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes.
10. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
11. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
12. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements.
17. Attend WHS Committee meetings if and when required.
18. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above position description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2)					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last Review Date: 12 February 2024