



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Manager Engineering Services

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: Contract
Reports to:	Director Infrastructure Services	
Supervision of:	Supervisor Engineering Services	
Significant Working Relationships:	Engineering Services Workforce Infrastructure Services Directorate Contractors	

2. Position summary

Manage the Shire of Harvey's Engineering Services section including: oversee the Shire's annual engineering construction and maintenance program, administer the major plant replacement program and light vehicle fleet replacement program, and prepare grant submissions for road projects.

3. Community strategic objectives



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

Key functions	Specific duties
Engineering Services	<ul style="list-style-type: none">• Coordinate the purchase and disposal of Engineering Services plant and equipment and the Administration light vehicle fleet including the hire of required plant and equipment and purchase of materials.• Prepare tender specifications, engage and supervise contractors and oversee the quality standards of contracts.• Prepare correspondence and advice in response to residents and public enquires.• Actively develop and control the Shire's Engineering maintenance programs and ensure all reporting staff work to these programs.• Arrange monthly Engineering Toolbox meetings, each with an WHS training element.• Investigate, and prepare budget for Engineering works and supervise annual Engineering Services construction works.• Prepare the annual Engineering Works and Maintenance Program in liaison with the Director Infrastructure Services, Supervisor Engineering Services, Manager Design and Development and Manager Assets based on asset management requirements.• Daily planning and organisation of the Shire's Engineering Works Program to ensure conformity with the Work Health and Safety requirements.• Responsibility for the supervision of Depot based quality control systems in liaison with the Supervisor Engineering Services and Manager Parks Services.
Projects	<ul style="list-style-type: none">• Assist the Manager Design and Development in the inspection/supervision/control on subdivisional road works and drainage works being undertaken by Contractors and Consultants as and when required.

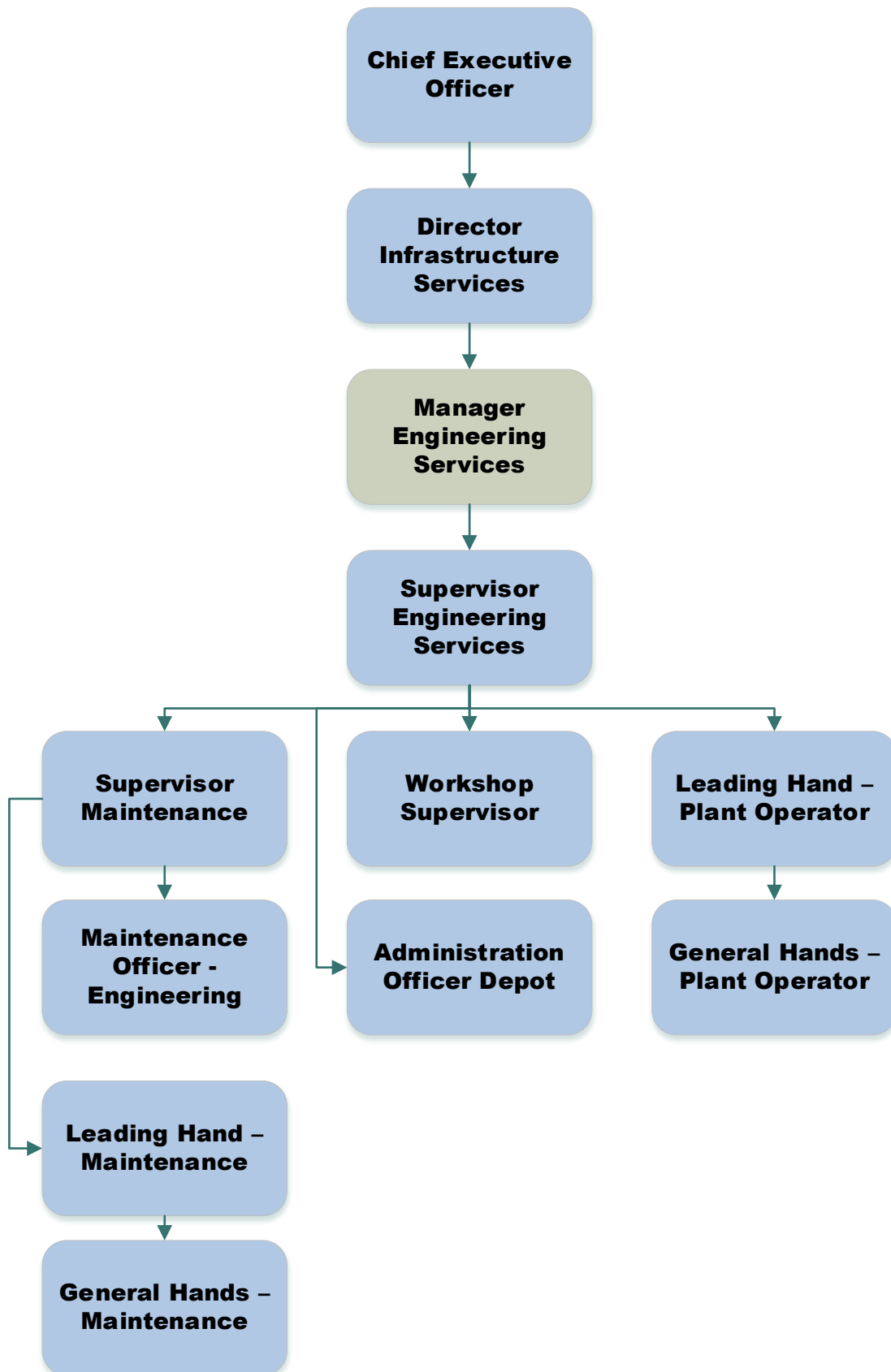
	<ul style="list-style-type: none"> • Work closely with the Manager Special Projects during the development / implementation of Special Projects providing advice and input on all Engineering related matters as and when required.
Leadership and management	<ul style="list-style-type: none"> • Provide leadership to the business unit, encourage responsibility and initiative and foster an innovative work environment for all employees. • Identify, schedule and deliver projects identified in the annual Operational Plan. • Develop, implement and report on program performance standards. • Maintain effective communication and relationships with the Director and business unit members. • Promote and encourage effective and innovative practices within the business unit. • Ensure an attitude of inclusion and respect is at the forefront of all business unit activities.
Financial	<ul style="list-style-type: none"> • Monitor the financial performance of the engineering business unit against the service plan and annual budget. • Review financial requirements annually and ensure integration with the Shire's Corporate Business Plan. • Ensure business unit complies with grant funding guidelines. • Ensure comprehensive and informed financial analysis is undertaken when considering purchases. • Undertake financial risk management with projects and advise the Director of impacts affecting financial risks as they are identified.
Representations	<ul style="list-style-type: none"> • Provide background information as required to the Shire's legal representative on appeals and court matters. • Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains informed and where appropriate participates in the processes which may impact on its activities. • Liaise with all relevant stakeholders on the issues, views, needs and policies of the business unit.
Governance	<ul style="list-style-type: none"> • Review and develop business unit policies, plans, manuals and management guidelines.

	<ul style="list-style-type: none"> • Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director of the progress in the implementation of activities. • Review and implement the risk management plan framework for business unit activities. • Ensure all decisions made and directives given by the Director relating to the business unit are acted upon. • Create and capture records of work activities in line with the Shire's Recordkeeping Plan, policies and procedures.
Human resource management	<ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees. • Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all. • Implement best practice human resource management and ensure employees within the business unit are accountable for their performance.
Work Health and Safety	<ul style="list-style-type: none"> • Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. • Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers. • Ensure the application of the relevant policies, procedures and systems with regards to the <i>Work Health and Safety Act 2022</i>.
Other	<ul style="list-style-type: none"> • National Crime Check. • Current "C" Class Drivers Licence.

6. Extent of authority

- The position operates under the broad direction of the Director Infrastructure Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualification in Civil/Municipal Engineering is desirable, however an Advanced Diploma in Civil Engineering and/or extensive experience in municipal engineering will be considered.
2. Previous experience in design and supervision of construction and maintenance functions for Local Government or within a comparable public or private sector organisation.
3. Experience in contemporary management and leadership practices which includes innovation, process improvement, best practice and effective organisation change.
4. Experience in continuous improvement, achieving outstanding customer service and ensuring sustainability of services.
5. Ability to think strategically, conceptual and analytical skills and managing business unit performance.
6. Ability to manage resources including people, budgets and other assets.
7. Understanding of ethical decision making and commitment to corporate governance and compliance.
8. Well-developed verbal and written communication skills with an ability to resolve conflict, negotiate and mediate.
9. Ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
10. Working knowledge of Work Health and Safety Act and regulations, Equal Opportunity legislation and policies and risk management principles.

Desirable

1. Previous management experience in a local government environment.
2. Experience and working knowledge of tender and contract document preparation, supervision and contract administration.
3. Member of the Institute of Public Works Engineers.