

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Operations Technical Lead	TBC
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	511112
<b>DEPARTMENT</b>	<b>DIVISION</b>
Operations	Infrastructure & Environment
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	Operations Depot

## Position Objectives

- Provide technical expertise in the investigation, development and execution of road (both sealed and unsealed) and drainage infrastructure programs.

## Key Responsibility Areas

- To ensure works and services under their control are in accordance with relevant standards to maximise quality and worksite public safety.
- To lead the effective and efficient delivery of programs from idea through to successful completion including program scoping, planning, design, resourcing, implementation and commissioning.
- To lead the program implementation including contract administration, stakeholder engagement and project reporting.
- To provide technical and program advice, to a variety of internal and external stakeholders.
- Successfully deliver the operations annual capital works program through working collaboratively with other Operations teams and the wider City of Ballarat teams.

## Program Planning

- Provide input into the development of ideas and concepts to deliverable programs in collaboration with internal and external stakeholders.
- Investigate identified issues relating to asset development, scope options, make recommendations and prepare budget estimates.
- Provide input into the planning and scheduling of programs in the capital works program.
- Prepare grant submissions for programs where applicable.

## Project Delivery

- Coordination of all stages of program delivery including scoping, planning, design, procurement, implementation and commissioning.
- Take a thorough approach to risk management in all aspects of program delivery including design, OHS, financial & reputational.
- Identify all key personnel and their respective roles necessary for successful program completion.
- Undertake or oversee the preparation of designs and specifications as required to fit within available budgets and to meet the needs of stakeholders, including engaging and managing consultants where necessary.
- Prepare tender documentation for designated programs and participate in the tender evaluation and recommendation process.
- Exercise effective contract administration including pre-start documentation, record keeping, management of variations, completion certificates and management of any defects.
- Manage program budgets including control of expenditure, variations and contract payments.
- Ensure that program completion is timely, thorough, within budget and well documented for all programs.

# POSITION DESCRIPTION

- Manage grants where appropriate to projects being delivered including milestone reporting, acquittals and keeping funding agencies up to date.
- Provide technical advice and other information on programs as required including regular updates and status reports to feed into the project reporting system.

<b>REPORTS TO:</b> Operations Contracts Coordinator	<b>DIRECT REPORTS:</b> NIL
<b>ORGANISATIONAL RELATIONSHIPS</b>	
Internal: Operations Supervisors Operations Coordinators Other Council Officers	External: Government agencies Community organisations Neighboring Councils CMAs and other regional bodies Contractors Bodies providing utility services

## Accountability and Extent of Authority

- Provide technical services to the City of Ballarat including, but not limited to project investigation and management, contract management, engineering, and technical advice within a Local Government environment.

## Judgement and Decision Making

- Ability to apply technical knowledge to achieve satisfactory engineering solutions or alternatives of an acceptable standard.
- Proactively add value to design and project scoping through constructability advice.
- Ensure all works are carried out in accordance with WorkSafe and council Occupational Health and Safety policies and procedures.

## Specialist Skills and Knowledge

- Demonstrated experience in a civil engineer environment.
- Working knowledge of technical standards and specifications relating to road and drainage design.
- Experience in scoping projects and preparing project specifications and estimates.
- Work in conjunction with other members of the Operations unit to bring about timely delivery of projects within approved parameters.
- Road, drainage and bridge design and construction methods desirable.
- Ability to investigate and resolve routine matters supporting the Road Maintenance Supervisors.
- Demonstrated ability to proactively identify problems and provide timely advice for corrective actions.
- Undertake regular audits of contracted services to ensure compliance with relevant Council standards and policy.

## Management Skills

- Ability to plan and organise own workload, to ensure work is achieved within set timetables utilizing existing resources.
- To coordinate and manage resources to ensure projects are of a high quality and completed within financial and time parameters.
- Plan, develop and manage projects, including preparation of funding submissions, engaging of contractors, accumulating resources and coordination and/or supervision of implementation and reconciliation of funding and as constructed works.
- Ability to participate in tender evaluation process for any contracted works including the development of specifications.

# POSITION DESCRIPTION

## Interpersonal Skills

- The ability to gain the cooperation and assistance from the public and other employees whilst resolving problems.
- Provide technical assistance and guidance to colleagues within the civil operations team.
- Demonstrated ability to build and maintain collaborative partnerships with project stakeholders.

## Qualifications and Experience

- Practical experience in either road design, road renewal and / or road maintenance and hold a relevant qualification.
- Developed project/contract management skills.
- High level of written and verbal communication skills.
- High level of analytical and problem-solving skills and the ability to resolve difficult situations.
- Proven relationship management skills that meet the needs of internal and external clients.

## SELECTION CRITERIA

- Qualifications and Experience as listed above
- Experience in the planning, design and delivery of built environment projects.
- Proven relationship management skills dealing with internal and external stakeholders
- Experience and expertise in civil infrastructure engineering standards and design particularly regarding road and drainage works
- Excellent written and verbal communication skills

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:

Signature:

Date: