

# **Position Description**

Manager Engineering and  
Maintenance

## POSITION OVERVIEW

Leading a proud, customer-focused, and highly efficient engineering and maintenance teams, you will be responsible for the maintenance of Council's infrastructure, including roads, bridges, pathways, buildings, parks, trees, and gardens. You will also manage the delivery of general and development engineering services, working closely with our Planning Department. Your positive and constructive leadership will foster a vibrant safety culture, ensuring everyone has the right tools, training, and safe systems of work to perform their roles efficiently and safely. With your technical experience and knowledge of reactive and proactive maintenance principles, all assets throughout the Shire will be maintained to standards that meet both usage demands and community expectations.

By implementing a continuous improvement methodology, you will strive to increase the level of service to our community, improve safety and institutionalise proactive systems to all aspects of the department.

Possessing a high level of financial literacy, you will confidently manage budget setting, forecasting, expenditure tracking, and financial modelling of various operational scenarios. Your sound judgment will enable you to prioritize competing demands effectively. Committed to delivering exceptional customer service across all elements of your portfolio, you will drive a responsive and progressive team culture. Strong and proactive communication skills will ensure both the community and Council have confidence in the prioritization and delivery of all engineering and asset maintenance operations. Your focus on innovation and the ability to implement emerging technologies will enhance operational efficiency and reduce business complexity, ultimately improving outcomes. Additionally, you will actively participate in the organization's leadership through your engagement and contribution to the management team.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. The role will set clear expectations of acceptable behaviour, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Senior Executive Officer Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Director Assets
<b>Supervises:</b>	Engineering Coordinator, Civil Works Coordinator, Open Spaces Coordinator, Building Maintenance Coordinator, Occupational Health and Safety Officer and Operations Administrator, Contractors
<b>Key Internal Relationships:</b>	Engineering & Waste, Growth & Future, Regulatory Services, Customer Excellence, Finance

**Key External Relationships:** Customers, VicRoads, DEECA, NECMA, Parks Victoria, Suppliers

## KEY DUTIES AND RESPONSIBILITIES

Responsible for the effective leadership and management of Engineering and Maintenance department

Accountable to the Director Assets for the achievement of corporate objectives in the following functional areas:

### **Safety**

- comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- participate in programs designed to monitor and protect the health of staff in their workplace.
- report as soon as practicable to your Supervisor / Manager
  - Unsafe equipment, work practices or conditions
  - Potential Hazards
  - Near Misses
  - All injuries sustained whilst in the performance of work duties
  - Damage to Council equipment or property

### **Engineering**

- Deliver development engineering services to ensure that appropriate development is encouraged, that Council's infrastructure is developed to appropriate industry standards and that Council and the community are not unfairly burdened with development and/or recurrent costs.
- Deliver a responsive general engineering service to both internal and external customers, identifying practical and cost-effective solutions, and applying innovation where appropriate.

### **Civil Works**

- Prepare and deliver maintenance plans for roads, bridges, footpaths, and drainage assets.
- Use Asset Management System data for compliance.
- Manage Council's plant equipment and vehicle fleet.
- Ensure safe operations of Council's depots.

### **Open Spaces**

- Schedule and deliver maintenance for open spaces and assets (e.g., gardens, playgrounds).
- Manage tree health, safety risks, and planning for new plantings.

### **Building Maintenance**

- Plan and deliver building maintenance inspections.
- Handle maintenance enquiries and manage works via contractors or in-house resources.
- Maintain legislated building maintenance requirements.

## **Accountability and extent of authority**

- Developing and managing the department's annual budget.
- Delivering the relevant aspects of the Council Plan.
- Managing the human resources within the department effectively and harmoniously.
- Ensuring that department members adhere to policies and procedures.
- Effectively applying the Enterprise Agreement.
- Contributing to the development of Council's long term strategies (including 2030 Vision, Council Plan).
- Making decisions under and in accordance with instruments of delegation.
- Complying with Council's Procurement Policy and associated financial delegations and Sustainability commitments.
- Freedom to act is subject to broad goals, objectives, procedures and policies.

## **Corporate responsibilities**

- Contribute to Council's aim of being a high performing organisation
- Build and strengthen productive relationships across Council management and provide leadership, direction and support.
- Promote a positive image of Council and maintain good public relations.

## **Management responsibilities**

- Manage the implementation of organisational development and continuous improvement initiatives within the department.
- Develop and deliver plans to support long-term strategic policies and plans within the department.
- Lead and manage the department ensuring compliance with Occupational Health and Safety, Risk Management and Human Resource Management policies including associated legislative requirements.
- Build a cohesive and cooperative work environment that encourages staff innovation, initiative, and pro-active participation.
- Operate the department within the budgetary framework.
- Drive customer service excellence.
- Promote a positive image of Council and maintain good public relations.

## **Other duties**

- Deliver astute and timely reports to the Executive team, Council and the community and other relevant government departments.
- Provide assistance and advice to the Engineering and Asset Development department and other departments as required.

- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the Director.
- Provide logistical support for events as required.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

### **Out-of-Hours Response**

- Ensure arrangements are in place to provide a timely and effective response to out-of-hours call-outs.

### **Emergency Management**

- Fulfil the role of Municipal Emergency Management Officer (MEMO) as required.

### **Judgement and decision making**

- Solve complex problems in demanding operating environment and initiating policy development.
- Make decisions transparently and professionally on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Make decisions at a strategic level in line with corporate goals and objectives.
- Solve problems that involve identification and evaluation of unclear options and develop policy options for consideration.
- Allocate resources with sound judgment to achieve corporate objectives and responsibilities.
- Identify key opportunities and develop and implement strategies to achieve objectives and goals.
- Provide timely advice and recommendations to Directors and Council and implement Council decisions.
- Resolve issues and solve problems at a strategic and organisational level.
- Set and achieve budgets.
- The incumbent must be a strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have broad economic, political and social consequences.

### **Management skills**

- Ability to manage a large number of employees
- Ability to promote a professional work ethic.
- Ability to promote and achieve high quality outcomes.
- Demonstrated ability to prepare and adhere to budgets and business plans.
- Ability to effectively manage resources, assets, projects and staff to maximise service delivery.
- Ability to develop and show commitment to teamwork and delegate to appropriate levels.

- Ability to manage information flow upwards and downwards from an organisational perspective.
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Strong project management experience.

## **Interpersonal skills**

- Ability to lead, motivate and develop staff to ensure attainment of organisational and individual targets.
- High level analytical skills, including a grasp of technological issues.
- Ability to collaborate and establish effective working relationships and consultative frameworks within council, community, other levels of government and regional organisations.
- Ability to develop and show commitment to teamwork and delegate to appropriate levels.
- Excellent negotiation and conflict resolution skills.
- Exceptional communication skills to ensure quality communications with a range of audiences including internal staff and Councillors, as well as key external stakeholders within the community, government and private sectors.
- Ability to project a positive image in communicating with both internal and external customers at all times.

## **EXPERTISE**

### **Qualifications**

- Current Victorian driver's license.
- Relevant tertiary qualification or equivalent or previous experience relevant to this role
- Working with Children Check
- Training in community engagement

### **Experience**

- Proven high performance in asset management and infrastructure.
- Understanding of relevant legislation.
- Knowledge of budgeting and financial procedures.
- Familiarity with local government processes.
- Customer service expertise.
- Strategic and business planning skills.
- Proficient in relevant technology systems.
- Expertise in workplace health, safety, and risk management.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs