

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Maintenance Engineer **DATE AUTHORISED:**
POSITION NO.: 7514
BRANCH: Road Construction and Maintenance
STREAM: Infrastructure Services
AWARD STREAM: Technical Services **DATE REVIEWED:**
LEVEL: 7 15/10/09
BROADBAND CRITERIA: N/A

POSITION OBJECTIVE:

To provide direction and technical expertise in the development, management and implementation of a comprehensive maintenance program across all road and drainage infrastructure.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as “a City of opportunities for Families, Lifestyle and Business”. Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

OUR VALUES:

OUR VALUES

Service Excellence

We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity

We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement

We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility

We accept responsibility for our actions and behaviour consistent with these values.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Program Leader – Maintenance
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEO's, Branch Manager, Program Leaders, and other Council staff and contractors.
External Liaison: Members of the public, community organisations, business, government and statutory authorities and other Council Branches / Departments

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.
#2730398

POSITION TITLE: MAINTENANCE ENGINEER

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

POSITION-SPECIFIC KEY RESPONSIBILITIES:

The Maintenance Engineer is responsible for the development and management of Road Construction and Maintenance Branch's asset maintenance programs across all roads and drainage infrastructure, including:

- Develop, manage and implement a comprehensive asset maintenance programme across all roads and drainage infrastructure.
- To co-ordinate the identification of proactive and reactive works across the city in order to develop maintenance programs.
- Provide technical direction and support for all programmed cyclic maintenance activities and inspections.
- Applying a detailed knowledge of modern and contemporary processes and practices to maintenance planning activities
- Oversee the collection and management of information to facilitate the development of Road Construction and Maintenance Branch asset maintenance programs
- Monitor and audit maintenance intervention and response times directly related to Service Level Agreement standards, and provide regular reports;
- Develop and continuously review maintenance program specifications, procedures and standard reports for performance monitoring and clear interpretation.
- Development, monitoring and review of Service Level Agreements which prescribe service delivery in a practical, performance oriented manner to the standards specified in the intervention levels nominated by Council.
- Manage information to ensure that outcomes are readily interpreted and reported against performance indicators.
- Monitor intervention levels against performance indicators to confirm service delivery standards, in partnership with service partners.
- Responsible for developing, monitoring, reporting on and managing the budget for the Maintenance Planning team
- Contribute to the formulation and monitoring of the Road Construction and Maintenance Branch budget
- Preparation of reports, technical guidelines, specifications and procedures on Branch related matters
- Leadership of the direct reports and subordinate staff
- High level customer service advice, (internal and external), and problem solving advice for maintenance planning activities
- Application of sound risk management, Workplace Health and Safety, Quality Assurance and environmental management processes
- Liaison with other Council Departments and Branches for program coordination and standards, including sharing expert advice
- External liaisons essential for Branch functional outputs, including Government Departments, service authorities, private industry and the community
- Provide higher level customer service advice and problem solving technical advice as requested by the Program Leader - Maintenance.
- Keeping the Program Leader – Maintenance and Branch Manager informed of all potentially contentious issues
- Undertaking any other duties as are reasonably within the limits of the employee's skills, competence and training.
- The Maintenance Engineer will provide input and advice to the Branch Senior Management Team (SMT).

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: Nil

DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.
2730398

POSITION TITLE: MAINTENANCE ENGINEER

EXTENT OF AUTHORITY:

Operates under limited direction. Required to interpret service delivery standards and provide advice and consultation with relevant officers. Required to monitor and review work procedures and practices, and performance against nominated indicators.

SELECTION CRITERIA:

1. Extensive leadership/management experience in road and drainage construction, maintenance and operations.
 2. Demonstrated professional engineering knowledge in infrastructure construction, maintenance and operations, including advanced knowledge of project management techniques and processes.
 3. Demonstrated leadership, management and organisational skills applicable to in-house and contract service providers, including technical, financial, negotiation and staff management abilities.
 4. An understanding of modern and contemporary work practices, including project management, estimation, cost control; and demonstrated knowledge of Workplace Health and Safety requirements for both in-house and contract circumstances.
 5. Strong communication, negotiation and interpersonal skills and proven experience in developing and maintaining effective relationships with a range of stakeholders in a complex environment.
 6. Eligible for Corporate membership of Engineers Australia and for Registration as a Professional Engineer in Queensland highly desirable.
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.