

Technical Services Coordinator

Position Description

Position number: OP004

Shire of Collie

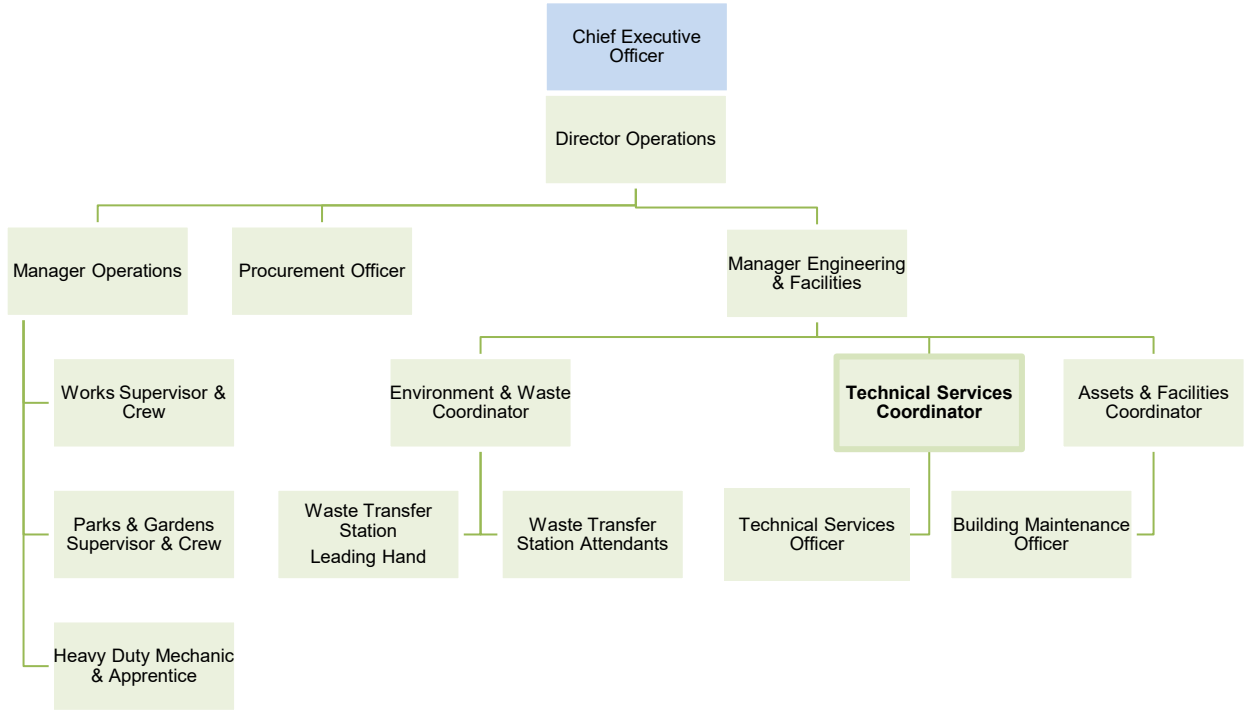
POSITION DESCRIPTION

Position	Technical Services Coordinator
Department	Operations
Location	Shire Administration Building, 87 Throssell Street, Collie
Reports to	Manager Engineering & Facilities
Supervises	1 Direct Report
Hours of Work	76 hours/9-day fortnight
Level	Level 7 - Shire of Collie Industrial Agreement 2023
Position number	OP004

Position Objective

The Technical Services Coordinator is responsible for providing civil technical advice and coordinates all aspects of the Shire of Collie's technical services activities including developer services, externally and internally generated civil designs, infrastructure investigations, technical reports, Council Reports, asset maintenance relating to infrastructure, initial inception and ongoing project management on selected complex projects.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission
The Shire of Collie delivers high-quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community's vision and balanced by responsible financial management.

Our Values				
The core values at the heart of the Council's commitment to the community are:				
Integrity	**Transparency**	**Accountability**	**Collaboration**	**Respect**

Our Commitment to Community
We will lead the delivery of our vision
We will support local business wherever possible
We will consult and engage with our community on issues that affect them
We will encourage, welcome and value feedback
We will encourage, support and advocate for our community

Key Duties

Administration and Procedures

- Provides oversight of the commercial and residential crossovers process.
- Provides oversight of heavy haulage applications process.
- Oversee customer service on behalf of the Shire's Operations Directorate regarding technical, works, and parks and gardens enquiries to ensure the effective prioritisation, processing, allocation, and close out of requests.
- Provides oversight to ensure essential documentation and records are registered in the Shire of Collie's records system.
- Checks and authorises payment of invoices within authorised limits.
- Prepares Community Works Costings and Allocations for events.
- Monitors and manages contracts and manages contractors (workers) engaged to deliver on specific aspects of maintenance programming relating to the civil environment.
- Prepares and enters onto relevant computer systems request for quotes or tenders' information with assistance from Manager Engineering & Facilities.
- Provides leadership and support to the Department's Technical and Project Officers, and co-ordinates the team to deliver on support functions for the directorate, including but not limited to detailed designs, specifications, programs, and costings.

Technical Support

- Develop, procure and/or review traffic management plans for the authorisation of the Operations Manager.
- Assists to develop Asset Management Plans that include bridges and other road infrastructure, to ensure long-term financial and strategic planning.
- Co-ordinates the annual delivery of the Shire of Collie Bridge Inspection and Maintenance Programme to ensure adherence to Main Roads WA requirements.

- Undertakes and/or procures and processes surveying information required for maintenance, design and constructed purposes.
- Coordinates the collection of road and infrastructure data to assist in the development of asset management plans and RAMM.
- Maintain the Shire's RAMM (Infrastructure Inventory) database and create reports as required.
- Provides support and technical advice to internal and external stakeholders on approvals, design, construction, and compliance.
- When required, liaises with external stakeholders and consultants to provide technical input.
- Assists the Manager Engineering and Facilities with the coordination of design, procurement and delivery of Capital Expenditure (Capex) Projects.
- Other duties as required.

Project Management

- Ensures effective procurement, contract, and site management of Capital Works Projects in accordance with best practice frameworks and legislative requirements, reports on projects including budget, program, scope, resourcing, and risks.
- Creates estimates and schedules relating to Minor Capital Projects to be used as input data for the Works Program.
- Assists the directorate in the preparation of programs and estimates for engineering budgets.
- Assists in the development of Risk Management Plans for various aspects of the Shire's Operations function.

General

- Support the Operations team and wider organisation through positive team participation and by assisting when required with workload, providing backup, or advice in areas of expertise.
- Contribute to the continuous improvement of the Operations directorate by assisting in the ongoing review and updating of information including policies, procedures, information sheets and processes.
- Any other tasks determined appropriate to the position.

Selection Criteria –Qualifications and Experience

Essential Criteria

- Experience in procurement, documentation, and project/ management of civil engineering works relating to drainage, road works, footpath construction, open space infrastructure, and maintenance.
- Highly developed record keeping, administrative, problem-solving and time management skills, and demonstrated ability to manage multiple projects and programs.
- Demonstrated experience in a supervisory role sufficient to provide leadership and effective daily management of a team.
- Demonstrated ability to interpret plans and drawings.
- Knowledge of traffic management requirements for road works.
- Working knowledge of tender preparation and assessment.
- Well-developed computer skills, with proficiency in MS Office suite of programs, and adaptability to in-house software.
- Well-developed public relations, interpersonal and negation skills to enable the effective provision of advice, information, and assistance to management, staff and contractor workers.
- Hold a valid, current “C” Class Motor Vehicle Driver’s Licence.
- Possession of, or ability to obtain, a National Police Clearance (no more than 3 months’ old).

Desirable Criteria

- Formal qualification in civil construction design or similar.
- Ability to accurately analyse, prepare and present data using a range of Microsoft Office Programs, databases, RAMS.
- Exposure to municipal engineering with sound knowledge of survey and set out practices.
- Sound working knowledge and application of local government procedures, policies and activities.
- Experience in a similar Local Government Position.

Ongoing Performance

All employees are required to participate in an Annual Performance Review, where KPI's will be established by the line manager for the employee which meet the Shire's Strategic Objectives and Priorities.

Position Dimensions

Work Location:	Shire Administration Building, 87 Throssell Street, Collie.
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence

Extent of Authority

This position operates under direction of the Manager Engineering & Facilities within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.
2. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures.
4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
5. Maintain obligations described within the Shire's Customer Service Charter.
6. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8. Deliver effective use of Shire resources within the level of accountability for this position.
9. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
10. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
12. Provide an ongoing commitment to risk, emergency management and business continuity principles.