

**POSITION:** MANAGER – LOCAL AND REGIONAL  
ROADS  
**DEPARTMENT:** ENGINEERING SERVICES  
**REPORTS TO:** DIRECTOR OF ENGINEERING SERVICES  
**AWARD CLASSIFICATION:** CONTRACT  
**DATE REVIEWED:** January 2010

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**OBJECTIVES:**

1. To plan, develop and manage construction projects and budgets for Council assets including:
  - a. Streets, roads and highways
  - b. Bridges
  - c. RTA-related road works
  - d. Signage & Furniture
  - e. Storm water
2. To manage and coordinate the functions and day to day production of the quarry and soils laboratory.
3. To provide strong leadership and support to staff to achieve outcomes

**ORGANISATION AND JOB ENVIRONMENT:**

Responsible to: Director of Engineering Services  
Responsible for: Overseer Construction, Quarry Production Manager and respective staff.

**SPECIFIC ACCOUNTABILITIES:**

**QUARRY:**

- Cost control and monitoring
- Monitor and improve performance of the quarry
- Quality control including the operation of the soils laboratory
- Locate deposits of raw materials for construction work and negotiate with landowners for winning loam.

**CONSTRUCTION:**

- Prepare and ensure completion of annual construction program
- Prepare annual construction programs for assets under responsibility and review and report regularly on progress of construction program
- Assist Overseer with road survey, documentation and preparation of estimates
- Estimate preparation and quantity take offs
- Cost estimates of engineering assets including storm water, streets, roads, highways etc
- In liaison with Engineering Administrative Assistant preparation of reports including RTA contracts
- Project Management

- Conduct monthly cost reviews
- Assist Overseers with documentation and preparation of estimates
- Supervision of contracts
- Assist Overseers with procurement of assets to complete construction works
- Soil testing as needed
- Coordinate and chair the fortnightly meetings of the Construction teams.
- Correspondence relating to areas of control

**SUPERVISORY:**

- Day to day supervision of positions of Overseer Construction and Quarry Production Manager, providing direction, support, resource allocation etc

**RELIEF:**

- Acts in relieving roles within the Works services as required to ensure that customer service levels and work commitments are met.

**GENERAL:**

- Provides high level of customer service, responding to customer needs in a prompt and satisfactory manner
- Practical application of EEO, OH&S and risk management in the workplace
- Provides accurate and timely advice and/or reports as required
- Manage financial budget as allocated including monthly cost reports
- Other duties as directed by Manager Works

**SKILLS, KNOWLEDGE AND EXPERIENCE:**

**ESSENTIAL**

- Tertiary qualifications in Engineering with 2 –3 years postgraduate experience **OR** 10 – 15 years industry experience in similar role with eligibility for membership to Professional Association
  - Experience in construction and maintenance practices of sealed and unsealed roads
  - Demonstrated ability to lead, manage and motivate work teams
  - Demonstrated ability to prepare and manage financial budgets
  - Demonstrated ability to plan and coordinate activities to meet deadlines
  - Project Management skills and experience

**DESIRABLE**

- Confined Space qualifications
  - Traffic and Asset Management experience
  - Highly competent in use of computer programs such as Microsoft Office (Word/Excel)
  - Road design experience