

POSITION: MANAGER – RMCC CONTRACTS
DEPARTMENT: ENGINEERING SERVICES
REPORTS TO: DIRECTOR OF ENGINEERING SERVICES
AWARD CLASSIFICATION: CONTRACT
DATE REVIEWED: JANUARY 2010

OBJECTIVES:

1. To procure, manage and dispose of Councils fleet as approved.
2. To manage the stores and workshop functions of Council
3. To coordinate the tendering and contracting processing for all Council services to ensure compliance and limit risk to Council.
4. Develop and maintain asset management systems for all Engineering Assets.
5. Manage RTA RMCC Contracts - Responsible for the programming, planning, budgeting and execution of all work programs associated with managing RMCC contracts.

ORGANISATION AND JOB ENVIRONMENT:

Responsible to: Director of Engineering Services
Responsible for: Direct supervision of Workshop Supervisor and Stores Supervisor and indirectly the staff of these departments

SPECIFIC ACCOUNTABILITIES:

CONTRACT ADMINISTRATION:

- Coordination of all tendering and contract development and application, providing assistance by agreement to other Managers to ensure appropriate applications and processes are followed.
- Follow up with contract managers within organization to ensure administration of the contract is appropriate

ASSET MANAGEMENT:

- Develop and maintaining asset registers for all of Council's Engineering assets
- In cooperation with Overseers develop a system for collection of asset data for entry to asset management system

FLEET MANAGEMENT:

- Procure, manage and dispose of all fleet and vehicles as approved
- Liaise with Overseers to manage the use of Council's fleet ensuring work demands are met as well as maximization of plant usage

- Preparation of Councils plant replacement program including tenders and reports to the Plant committee
- Plant performance monitoring
- Maintain a register of external plant available and hire rates
- Hire plant as needed
- Establish reporting mechanisms with Director of Corporate Services and define what data is required and how often this data is to be provided.

DEPOT AND WORKSHOP:

- Provide support to Workshop foreman and Depot supervisor
- Review procurement of resources through workshop and investigate online or alternative purchase options

OTHER:

- Scheduling of bitumen resealing programs including cost estimates

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 Director of Engineering Services

SKILLS, KNOWLEDGE AND EXPERIENCE:

ESSENTIAL

- Relevant tertiary qualifications or equivalent OR Extensive industry experience in similar role preferably within Local Government engineering
- Experience in road construction and maintenance practices
- Contract and tender Administration experience
- Demonstrated ability to lead and manage and motivate work teams
- Fleet management experience and knowledge of the capacity and application of plant and machinery
- Competent in use of computer programs such as Microsoft Office (Word/Excel)

DESIRABLE

- Eligibility for membership to professional affiliation
- Experience in dealing with RTA in managing RMCC contracts
- Competence in the use of asset management software
- Engineering qualifications
- Project management experience
- Road Design experience