



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	COORDINATOR CIVIL CONTRACTS
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023
CLASSIFICATION:	MOA Level 5
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE/FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER CIVIL MAINTENANCE
DIRECT REPORTS:	NIL
POSITION NUMBER:	001270

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • Leadership and operational management of Civil Maintenance contractual functions relating to footpaths, kerbing and line marking. • Effective scheduling and coordination of internal teams and external resources to undertake programmed and reactive maintenance services to quality standards. • Provide leadership in the implementation and ongoing maintenance of a safe work environment. • Providing leadership in the areas continuous improvement, customer service and human resource management. • Ensuring work is carried out according to all relevant legislation, guidelines and applicable specifications. • Ensuring required work is carried out in the most cost efficient manner whilst operating within budget parameters.
VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community

	<ul style="list-style-type: none"> • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p><u>Work Practices</u></p> <ul style="list-style-type: none"> • Provide leadership and operational management of civil maintenance contracts • Create, implement, monitor and report on work schedules. • Responsible for the coordination, prioritisation and scheduling of resources, which may include a mixture of both in-house work crews and contractors, required to undertake programmed and reactive services. • Assist to develop, monitor and review Key Performance Indicators, standards and metrics. • Superintendence of contracts, assistance with contract management including specification development, tendering, and ongoing contract administration. Contract manage minor outsourced maintenance tenders – develop specification, assess submissions, award and oversee work. • Actioning customer request and responding to customers in accordance with Council standards. • Assist in the preparation of reports and actions in consultation with the Team Leader in relation to strategies to address identified risks in relation to service area related activities. • Assist with the development of policies, procedures and guidelines for service areas. • Provide technical advice to in-house work crews and external contractors in relation to service area. • Ensure works are undertaken to meet the requirements of specific legislation affecting operations. • Participate in and work to the achievement of all objectives as agreed and documented in the 'Employee Performance and Development Review' process. • Responsibilities may include other duties within the Field Services Division as deemed appropriate. <p><u>Administration:</u></p> <ul style="list-style-type: none"> • Ensure correct accounting for labour, equipment, contractor costs and materials by maintaining accurate up

to date records as required by management (i.e. timesheets, Finance 1, Confirm Enterprise/Connect/Workzone) This will include the use of computer technology to record and access information.

- Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation.
- Assist in the preparation and reviewing of contract documentation for external contracts as appropriate.
- Contribute to the preparation of written reports for Council meetings, public liability claims, work cover claims, theft or vandalism and other relevant operational matters in accordance with internal and legislative requirements.
- Preparation of letters in response to customer correspondence.
- Coordinate regular contractor meetings and prepare and distribute accurate minutes.
- Contribute to the development of annual service area budgets and business plans.
- Develop accurate cost estimates and schedules of rates for operational activities.
- Control and monitor service area expenditure and report and present on variances as appropriate.
- Analyse reports, policies, plans, requests and legislation to make recommendations in field services operations and initiatives.
- Assist in the preparation and reviewing of contract documentation for external contracts as appropriate.
- Generate internal/external work orders and authorise invoice payments within the limits of delegated authority.
- Assist with preparation of written reports for Council meetings, public liability claims, theft or vandalism and other relevant operational matters in accordance with internal and legislative requirements.
- Preparation of letters in response to customer correspondence.
- Assist in the development of annual service area budgets and business plans.
- Develop accurate cost estimates and schedules of rates for operational activities.
- Control and monitor service area expenditure and report and present on variances as appropriate.
- Review reports, policies, plans, requests and legislation to support Field Services operations and initiatives.
- Assist in the development of business cases for new operating initiatives and change management processes for approval by Manager.

Continuous Improvement:

- Support and encourage continuous improvement in work practices.
- Evaluate work methods and make suggestion to improve process and or practices.

Customer Service.

	<ul style="list-style-type: none"> • Ensure Corporate Customer Service Charter expectations are met. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Ensure communication with staff and customers is clear and courteous at all times.
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Complete investigations and assessments of incidents and hazards relating to service areas. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment). • Ensure that safe systems of work are implemented, followed, reviewed and maintained - including; Hazard Identification/Safe Work Methods/Standard Operating Procedures/Work Instructions/Risk Assessments/Audits & Inspections. • Fulfil injury management responsibilities including completion of claims documentation and participation in return to work process for injured employees. • Carry out safety audits of field staff and contractors. • Ensure relevant safety checks and audits are undertaken as required.
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Current SA Drivers Licence • Tertiary civil engineering qualifications or substantial experience in a similar role • Strong technical knowledge and competency in Footpath, Kerbing and Linemarking maintenance service delivery • Ability to interpret plans and specifications • High level interpersonal and public relations skills

	<ul style="list-style-type: none"> • High level communication skills – verbal, report writing, presentations • High level of computer literacy, with competency in Microsoft applications and the ability to learn and use in-house systems • Experience in the supervision / contract management of civil service contracts • Knowledge of budgets and budgeting processes • Good understanding of Australian Standards relating to areas of civil infrastructure • Ability to plan and program work delivery schedules • Ability to use initiative in dealing with unforeseen circumstances
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Knowledge of legislation, regulations and Australian Standards pertaining to the area of activity, ie AS 1742 – Traffic Control Devices. • Experience in leading services through organisational changes. • Knowledge of functions and services within Local Government organisations.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some work after hours may be required • Authorised Officer as per Local Government Act
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: