



Works Engineer - Merriwa

Position Details

Occupant:	Vacant		
Reports to:	Executive Manager Works Delivery		
Section:	Works Delivery		
Department:	Infrastructure Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 17-18	Hours of Work:	35
Staff Management:	1-3 direct	Budget Responsibility:	No
Date Created:	September 2021	Last Reviewed:	August 2026
Special Conditions: Primarily based in Merriwa, the position requires working hours to align with operational teams and occasional work at the Scone Administration Office.			

The Role

The Works Engineer will:

- In conjunction with the Executive Manager Works Delivery, undertake planning and management of Council's construction and maintenance activities across all relevant work areas including roads, bridges, footpaths, drainage, parks & facilities.
- Ensure all design requirements for major and minor works are met, including implementation of project management plans, ITPs and reporting documentation.
- Oversee staff resources engaged in construction and maintenance works, ensuring that established quality standards are achieved within set timeframes and in accordance with agreed standards and Work Health & Safety guidelines.
- Ensure Council's compliance under the Roads Maintenance Council Contract (RMCC) by undertaking necessary assessments and inspections, provision of required reporting and liaising with Transport for NSW.
- Prepare relevant funding submissions and subsequent reporting for State and Federal grant programs.



Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.



Selection Criteria

Essential

- Degree qualification in Civil Engineering or a related field, with at least five years' relevant experience in a similar role; or a Diploma qualification with significant relevant experience (10+ years) in a similar role.
- Excellent interpersonal, communication and negotiation skills.
- Proficiency in Microsoft Office Suite and related software.
- Experience in undertaking tendering processes and the preparation and administration of contracts.
- Excellent time management and organisational skills and ability to establish team and individual priorities.
- Demonstrated leadership skills and the ability to mentor junior staff.
- Sound knowledge of and ability to implement Work Health and Safety requirements.
- Knowledge and application of the Civil Liability Act.
- Experience in management of contractors and control of a day labour force for construction and maintenance works.
- Current Work Health and Safety General Construction Induction.
- Current unrestricted drivers licence.

Desirable

- Previous Local Government or TfNSW or experience.
- Eligibility to be appointed as a Quarries Manager for the organisation.
- Excellent problem-solving skills.
- Experience in the use of design software in particular CivilCAD and AutoCAD.
- Demonstrated experience in the implementation of legislation and codes of practice.
- Experience in the implementation of strategic and operational plans.
- Demonstrated experience or working knowledge in the maintenance of parks, sportsgrounds, cemeteries, buildings and facilities, including pools and associated infrastructure.
- Demonstrated experience in disaster management activities (including flood works), and in the development and implementation of road maintenance, capital works, and Parks and Facilities programs.
- Demonstrated understanding of both maintenance and construction standards used in Council and TfNSW.
- Ability to create written reports, discussion papers and general correspondence.



Key Duties and Functions

- Manage the delivery of Council's construction and maintenance programs and service provision including:
 - Roads, bridges, causeways, footpaths and associated facilities
 - Drainage works
 - Parks, reserves and facilities
 - Other civil construction and maintenance activities
 - Overseeing Council's quarries.
- Ensure all design requirements for major and minor works are met, including implementation of project management plans, ITPs and reporting documentation.
- In conjunction with the Executive Manager Works Delivery, undertake planning for and prioritising of capital works that are allocated to the Works Delivery Section.
- Ensure Council's compliance under the RMCC by undertaking routine inspections, identification and assessment of road and drainage defects, developing complex solution-based treatments, negotiating with TfNSW Surveillance Officers and implementing a range of civil treatments to rectify the defects.
- Whilst working in partnership with Transport for NSW, contractors and Council's Infrastructure Services team, ensure routine maintenance and ordered works are planned, managed and delivered at agreed budgets and timeframes and in accordance with Council's quality, safety, environmental and traffic policies whilst adhering to TfNSW contractual, specification and legislative requirements.
- Ensure projects assigned to the construction team are constructed in accordance with approved designs, specifications and industry standards and within budget.
- Liaise with the Executive Manager Works Delivery to organise, schedule and supervise construction and maintenance works.
- Ensure maintenance works are delivered within allocated budget and that costs are controlled appropriately and regularly monitored.
- Prepare and ensure the implementation of project planning documents as required including all compliance documentation.
- Develop and maintain in conjunction with the Executive Manager Works Delivery, a forward program of works.
- Oversee Council's quarries and have the ability to hold and maintain the qualifications allowing them to be Council's nominated Quarry Manager.
- Provide professional advice and support to supervisors, team leaders and other staff.
- Prepare quotations for Council works and private works.
- Undertake survey and setting out activities as required.
- Obtain and/or generate quotations and estimates for major capital works.
- Attend, when required, meetings of Council and committees, deputations and conferences as necessary or required.
- Assist the Executive Manager Works Delivery in ensuring the annual competency and performance reviews of staff are undertaken within the necessary timeframes, including assessments of direct reports.
- Assist the Executive Manager Works Delivery in fostering and maintaining partnerships and networks to facilitate the best practice provision of community engineering infrastructure and services (roads, footpaths and drainage).
- Ensure that the Works Delivery team provide excellent customer service within the section for both internal and external customers.



- Manage contracts and contractors involved in construction and maintenance works.
- Document and report quality, WH&S and environmental performance within areas of responsibility.
- Regularly undertake field spot checks monitoring WH&S compliance, quality control, environmental control and customer contact and request resolution.
- Monitor quality of work and implement quality plans to improve future work.
- Ensure the implementation of Council's quality assurance systems including associated documentation and record management requirements.
- Liaise and negotiate with contractors, customers and other stakeholders.
- Apply engineering principles to implement the requirements of the Civil Liability Act and any other required legislation.
- Prepare budgets for projects and provide input into the annual budget for the works delivery section, including reporting on progress of projects, including expenditure.
- Provide input into Council's strategic planning process as required.
- Maintain a working knowledge of TfNSW Road Maintenance Council contracts.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Advanced
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Advanced
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Advanced
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Advanced Focus Behavioural Indicators – Is prepared to make decisions involving tough choices and weighing of risks – Addresses situations before they become crises and identifies measures to avoid recurrence – Takes responsibility for outcomes, including mistakes and failures – Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework



Local Government Capability Framework		
Capability Group	Capability Name	Level
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Adept
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Adept
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Adept Focus Behavioural Indicators – Contributes to a culture of respect and understanding in the organisation – Creates an atmosphere of trust and mutual respect within the team – Builds cooperation and overcomes barriers to sharing across teams/units – Relates well to people at all levels and develops respectful working relationships across the organisation – Identifies opportunities to work together with other teams/units – Acts as a resource for other teams/units on complex or technical matters
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Adept
 Results	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Adept
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Advanced
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Intermediate
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Advanced Focus Behavioural Indicators – Sets high standards and challenging goals for self and others



Local Government Capability Framework		
Capability Group	Capability Name	Level
		– Delegates responsibility appropriately and provides support – Defines what success looks like in measurable terms – Uses own professional knowledge and the expertise of others to drive results – Implements and oversees quality assurance practices
 Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Adept
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Adept Focus Behavioural Indicators – Contributes quality information about council and community assets to asset registers – Prepares accurate asset maintenance and replacement costings in line with council plans and policies – Is aware of asset management risks and actions to manage and mitigate these
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Adept
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Adept

WHS and Risk Management Responsibilities

- Comply with all Work Health and Safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Ensure all staff are provided with appropriate training, induction and instruction.
- Ensure all staff are competent to undertake their work.
- Ensure all staff have the appropriate PPE and resources to undertake their work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are implemented.
- Keep up to date with work health and safety matters.
- Ensure all staff actively comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety. Enforce these requirements as necessary.

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- Ensure all injury management processes and legislation are followed correctly including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Ensure all team members are educated in the EEO policies, and any breaches are addressed as per the grievance process.