

## POSITION DESCRIPTION



<b>Position Title:</b> Coordinator Engineering Infrastructure Planning	<b>Position Number:</b>
<b>Department:</b> Engineering	<b>Accountable to:</b> Manager Engineering
<b>Level and Step:</b> 11	<b>Salary Range:</b> \$130,286 - \$140,840
<b>Responsible for the supervision of:</b> No direct/ indirect supervisory responsibilities	

<b>Primary purpose of the position</b>	Determine the strategic framework for engineering services within the City of Kalgoorlie Boulder, including Strategic Road Network planning, cycle network planning, stormwater catchment analysis and drainage planning, traffic analysis and planning, footpath network planning and streetlight analysis and planning.
<b>Key accountabilities</b>	<ol style="list-style-type: none"> <li>1. Production of relevant and sound engineering strategic plans for the full range of infrastructure assets.</li> <li>2. Determination of works programmes aligned with the requirements for infrastructure as determines by the Strategic Plans.</li> <li>3. Long Term Financial Plan determination for the provision of new, the renewal of and the upgrade of all engineering assets for at least a 15 year period.</li> <li>4. Present strategic plans to council detailing the technical requirements, projects required to meet serviced demands, and funding requirements associated with work programmes.</li> <li>5. Management of grant funding palpations, reporting and acquittals relating to all grants and other funding for engineering infrastructure projects.</li> <li>6. Coordinate all responses to private residential, industrial and commercial development, applications, structure plans submissions and subdivision applications.</li> </ol>
<b>Qualifications and Experience</b>	<ol style="list-style-type: none"> <li>1. Applicable tertiary qualification or extensive experience in a similar role.</li> <li>2. Diverse and extensive experience in engineering infrastructure design and strategic infrastructure planning, specifically roads, drainage, traffic engineering, pavements and cost estimating.</li> <li>3. Extensive experience in the management of the grants processes, especially those related to infrastructure provision and maintenance.</li> <li>4. Extensive experience in compilation of long-term financial planning in the context of the variety of grant funding sources and the management of loans funding and reserves funding sources.</li> <li>5. Ability to establish good working relationships, with State and Federal Authorities as well as bodies and local authorities in the region.</li> </ol>
<b>Judgement &amp; decision making</b>	<ol style="list-style-type: none"> <li>1. Respond promptly to directions and where necessary seek clarification to effectively meet deadlines.</li> <li>2. Self-manage workload and apply good judgement and problem-solving skills.</li> <li>3. Apply applicable legislation and City's policy direction to decision-making.</li> <li>4. Work collaboratively with all City's staff to ensure efficient and effective outcomes.</li> <li>5. Apply knowledge and skills to ensure consistent quality outcomes.</li> </ol>
<b>Outcomes / Key Performance Indicators (KPI's)</b>	<ol style="list-style-type: none"> <li>1. High level strategic planning documentation for all infrastructure elements.</li> <li>2. Efficient approvals through Council and State bodies as required.</li> <li>3. Highly effective financial planning aligned with funding availability or capacity.</li> <li>4. Well established relationships with State and Federal funding bodies.</li> <li>5. Good cross border relationships within region with authorities where cooperation and coordination of projects is required.</li> </ol>

<b>Skills, knowledge &amp; capacity</b>	<ol style="list-style-type: none"> <li>1. Strong team player with excellent organisational skills including proven ability to work autonomously with initiative and without supervision, forward thinking and capacity to solve problems and make decisions.</li> <li>2. Strong interpersonal skills, particularly in dealing with colleagues, consultants and external authorities.</li> <li>3. A demonstrated service excellent approach.</li> <li>4. Strong administrative, time management and organisational skills with the ability to work to deadlines, with excellent attention to detail.</li> <li>5. Current WA "C" Class driver's license.</li> </ol>	
<b>City of Kalgoorlie-Boulder Values</b>	<b>Support</b>	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	<b>Respect</b>	We will treat our team members and our community with mutual respect and understanding.
	<b>Fun</b>	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	<b>Recognise</b>	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	<b>Connect</b>	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

**POSITION DESCRIPTION AGREEMENT**

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position CDA number: \_\_\_\_\_