

POSITION DESCRIPTION

POSITION: Electrical Engineer / Estimator	REPORTS TO: Business Manager – CitySmart Solutions	
DIRECTORATE: Business Services	GROUP: Commercial Business	
SECTION: CitySmart Solutions	GRADE: TBA	DATE: April 2024
POSITION NUMBER(S): 497	Indoor	Permanent Full-Time

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ CUSTOMER CENTRIC *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY *We are transparent and responsible in all that we do*
- ✓ INNOVATION *We deliver excellence in our services through innovation*
- ✓ COLLABORATION *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT *We support our people and provide them the scope to deliver outcomes.*

POSITION OBJECTIVES

- To manage and deliver on City of Coffs Harbour (the “City”) and CitySmart Commercial Business projects and product objectives and outcomes on time and to budget.
- Providing electrical engineering design & guidance, implementation and sign-off on Switchboard, CCTV, WiFi, and Fibre Optic Network products and services.
- Prepare, assess and provide project and product estimates for competitive tender and quote submissions.
- Prepare tender and quote documentation and schedules for stakeholder submissions.
- Manage compliance and accreditation requirements, ensuring adherence to relevant standards, currency of required accreditations including but not limited to electrical design and installations, switchboard manufacturing and licencing requirements,
- Support and enhance our high performing team through sharing technical knowledge and developing our people and processes.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.

- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
 - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times
 - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise

KEY RESPONSIBILITIES

Strategy

- Provide strategic management for CitySmart Solutions commercial unit so that the organisation objectives, programmes, performance criteria, standards and procedures are achieved,
- Provide engineering leadership in electrical design, product enhancement and compliance management to develop plans and strategies, within the context of organisation objectives, to enable the growth of CitySmart commercial business,
- Innovation of new products/technology with potential to market on a commercial basis, incorporating the preparation and presentation of business cases when applicable,
- Develop and improve existing products and services of CitySmart Solutions Commercial Unit for both internal and external clients.
- As a member of CitySmart Commercial team, provide assistance in developing plans and strategies within the context of overall organisational objectives and in particular Business Systems and Water/Sewer groups.

Operational

- Create and handover project scope and design documents to Electrical Team for product and project delivery requirements, including safety documentation where project delivery identifies relevant risks,
- Project manage technical aspects of projects and products to ensure all foreseeable risks (financial, technical, safety and environmental), are minimised and controlled during the planning and delivery of projects.
- Provision of technical and electrical engineering design, sign-off, instruction and guidance to provide solutions to clients (both internal and external) and enable the delivery of projects to required quality standards and to maximise profitability.
- Manage compliance and accreditation requirements of CitySmart Solutions Business Unit to ensure it remains compliant to all relevant standards and maintains appropriate accreditations and adoption of safe work practices, including but not limited to electrical design and installations, switchboard manufacturing and licencing requirements,
- Drive best practice through business process improvement opportunities and efficiencies,

Contract Management

- Prepare, assess, and provide project and product estimates for competitive tender and quote submissions,
- Prepare tender and quote documentation and schedules for stakeholder submissions. Including acceptance of awarded tenders with review and preparation of contract documentation.
- Manage procurement for specialised products or components required for project delivery, including placement or requests for supplier panel tenders where required.
- Develop and maintain business relationships with key clients, suppliers and stakeholders to identify business opportunities and assist in our growth,

Commercial Works

- Prepare, assess, and provide cost estimates for competitive commercial works tender and quote submissions.
- Project manage technical aspects of projects and products to ensure all foreseeable risks (financial, technical, safety and environmental), are minimised and controlled during the planning and delivery of projects.
- Manage procurement for specialised products or components required for project delivery, including placement or requests for supplier panel tenders where required.
- Innovation of new products/technology with potential to market on a commercial basis, incorporating the preparation and presentation of business cases when applicable.
- Create and handover project scope and design documents to Electrical Team for product and project delivery requirements, including safety documentation where project delivery identifies relevant risks,
- Develop and maintain business relationships with key clients, suppliers and stakeholders to identify business opportunities and assist in our growth,

Asset Management

- Develop and improve existing products and services of CitySmart Solutions to assist in City management of our Fibre Optic Network, CCTV Network, Water and Sewer assets, to gain efficiency in operation for asset owners,
- Innovation of new products/technology to benefit City Asset Managers with potential to market on a commercial basis,
- Drive best practice through business process improvement opportunities and efficiencies.

Reporting

- Provide management with reports as required on projects, in progress or on completion, detailing costs and issues, which may impact upon the City (CitySmart) or the project in general.
- Prepare and provide reports on Commercial Business pipeline, including quotes, current projects and forecasts,
- Report promptly any identified variances or issues with projects, products or services undertaken by CitySmart, with recommendations for remedial action to minimise potential impacts,
- Maintain compliance and accreditation requirements of CitySmart Solutions Business Unit and report any issues or non-compliance so they can be addressed,
- Prepare and present Business Case for any new or proposed developments to products and services for acceptance by Business Manager and Group Leader,

Budget Control

- Manage procurement for specialised products or components required for project delivery, including procurement to enable delivery of projects within budgets,
- Monitor and manage technical projects and products to ensure costs are controlled in line with estimates during the planning and delivery of projects.
- Prepare, assess and provide project material lists to ensure all components of projects are included and within budget limitations,
- Undertake in progress project reviews to ensure any adverse issues are identified and reported to enable efficient resolution and corrective actions to be initiated,

Staff management

- Provision of technical and electrical engineering design, sign-off, instruction and guidance to relevant staff to enable the delivery of projects to required quality standards,
- Lead team compliance and accreditation processes to ensure all staff within CitySmart Solutions operate within relevant standards and maintain appropriate accreditations for project delivery,
- Manage staff and provide guidance on technical aspects of projects and products to ensure all foreseeable risks are minimised and controlled during the delivery of projects.

- Create and handover project scope and design documents to Electrical Team for product and project delivery requirements, including safety documentation where project delivery identifies relevant risks,
- Develop and implement training schedules to enhance the technical knowledge and capabilities of the CitySmart Solutions team,

WORKING FLEXIBILITY

- You may be required to be available outside normal business hours in event of unexpected circumstances, to support ongoing minimum levels of service for some products and services offered by City Smart Solutions Group, with applicable time in lieu or relevant overtime claimable.
- You may be required to travel and stay away overnight for extended periods on project delivery, with applicable allowances claimable.
- You may be required to be listed for “on call” periods and rosters.

KEY RELATIONSHIPS

CitySmart Solutions Manager

- Receive instructions and provide support as required.
- Provide regular updates on progress towards project outcomes.
- Prepare reports, briefings and written advice on complex issues or proposals.
- Business improvement and development.

CitySmart Solutions Staff

- Build and maintain effective business and work relationships
- Foster communication and provide operational support in day to day activities, project delivery and maximising team development opportunities
- Support the implementation of strategies, products and improvement initiatives.

CitySmart Solutions Customers - other Local Government Councils, City of Coffs Harbour IT division, City of Coffs Harbour Water and Holiday Parks

- Foster teamwork and support collaborative work arrangements to maintain strong relationships and improved outcomes.
- Share information and expertise to resolve issues and provide support.

City of Coffs Harbour Leadership team and staff

- Support City of Coffs Harbour and leaders as a high-performance organisation

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Degree level qualifications in Electrical or Electronic Engineering (or similar)
- Substantial experience in the electrical and/or electronic engineering industry with proven ability to successfully deliver projects
- National Construction Industry Induction (Whitecard)
- Current Class C Drivers Licence.

Desirable

- Qualifications in Business or Project Management
- Experience working in a Commercial interfacing business with external customers
- Experience in reviewing, interpreting, and editing CAD electrical drawings
- Knowledge and experience (or willingness to learn) the following:
 - CCTV networks
 - Fibre Optic Networks
 - TCP/IP Network design, including routers, switches and firewalls
 - Sewer and Water switchboards including SCADA (clearSCADA or SCX), Telemetry, RTU and PLC programming
 - DNP3 protocols
 - Voice over IP.

COMPETENCIES

Knowledge and Capabilities

- Demonstrated ability in producing and reviewing quotes and tenders.
- Demonstrated ability to manage a budget.
- Strong organisational and time management skills.
- Exceptional attention to detail skills.
- Exceptional customer service and stakeholder engagement skills.
- High level business acumen skills.
- High level interpersonal capabilities with highly developed verbal and written communication skills.
- High level computer literacy with knowledge of and experience in the Microsoft Office suite including Microsoft project.
- High level self-drive with the ability to work independently as well as part of a team.

Position Demands Analysis

Electrical Engineer / Estimator

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	2	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	2	Hearing above background noise	1
Repetitive Lifting	1	Walking on uneven ground	1	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Pushing loads > 5kg	1	Shovelling / digging	0	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	0		

USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		

EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	1			Mists / Fumes	1
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0

PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone	3	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	1		