



POSITION DESCRIPTION

POSITION TITLE	Projects Engineer – Project Delivery
CLASSIFICATION	Enterprise Agreement, Band 7
EMPLOYMENT STATUS	Fixed Term – Full Time – 2 Years
DEPARTMENT	Community Assets
APPROVED BY	Manager Community Assets
Date	April, 2019

POSITION OVERVIEW AND OBJECTIVE

Reporting to Coordinator Project Delivery, the Projects Engineer will be responsible for ensuring the delivery of Council's grant funded capital works projects and assisting with the delivery of Council's Infrastructure Capital works projects in accordance with the requirements of Council and all relevant authorities and standards within specified timelines.

KEY RESPONSIBILITIES AND DUTIES

1. The supervision of design and construction works associated with Council's grant funded capital works projects in accordance with the grant guidelines and current Best Practice management, monitoring and reporting systems:
 - Manage the scoping, development and implementation of Civil Engineering capital works in accordance with approved development plans.
2. The supervision of construction works associated with approved grant funded and infrastructure capital works projects in particular:
 - Ensuring that allocated projects are executed in accordance with prepared specifications and in line with Council guidelines, policies and procedures

- Ensuring OH&S, quality and environment controls are implemented
 - Assess and approve any project variations within budgetary constraints.
 - Liaising with clients or any other regulatory bodies
 - Enhanced engagement with the community in the scoping and design of projects (where appropriate) and provision of information to the community throughout the delivery of projects.
 - Strong focus on customer service.
3. Assist in the engagement and management of consultants and contractors for approved grant and infrastructure funded projects, including preparing tender documentation, tendering projects, assessing submissions and the appointment of successful tenderers.
 4. Provide project management and technical advice where requested by the Coordinator Project Delivery and in line with Council delegations in particular:-
 - Provide budget estimates and expenditure control
 - Plan and Manage project delivery
 - Contract administration
 - Provide regular project reporting as required
 5. Ensure that all works executed by assigned staff or contractor are carried out in a workmanlike manner and meets the needs of Council's customers with minimal inconvenience or disruption to people.
 6. Work co-operatively as a member of the Council team.
 7. Present a positive image of the Council in all dealings with the community.
 8. Inspect and ensure risk assessments are conducted and adhered to in relation to all contract works.

ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Project Delivery
Supervises	Nil
Internal Relationships:	Infrastructure Services team members and other Council staff
External Relationships:	Ratepayers, Residents, General Public, Contractors, Consultants, Service Authorities, Government Departments

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Projects and services under control of position are managed to standards, resources, budgets and timeframes are achieved.
- Provide specialist advice to others.
- Contribute to policy development.
- Implement objectives, goals and budgets controlled by the position.
- Investigate and analyse issues as directed.
- Report regularly regarding progress towards objectives, goals and budgets
- Demonstrate a responsibility for the care of their own health and that of others in the workplace.
- Ensure compliance with all staff code of conduct and policies, regulations and legislation in relation to area of responsibility. This includes following EEO, OHS requirements listed in respective policies to ensure a safe and healthy work environment.

JUDGEMENT AND DECISION MAKING

- Solve diverse problems and make decisions based on the application of organisational and team strategies and systems while working within delegation.
- Apply specialist knowledge and techniques to new situations
- Use initiative based on experience and or knowledge in determining suitable action
- Internal guidance is usually available.

SPECIALIST SKILLS AND KNOWLEDGE

Management

- Understanding of financial management
- Able to plan and organise own work and where applicable, manage others work, to achieve specific and set objectives in the most efficient way, within resources available and set timeframe.
- Possess good negotiation/industrial relations skills.

Interpersonal

- Able to complete specialist reports and external correspondence.
- Ability to manage and direct contractors and suppliers as required.
- Able to maintain confidentiality and protect privacy
- Strong communication and team skills
- Able to liaise with other employees to resolve intra-organisational issues
- Skill to negotiate and gain cooperation from public in area of responsibility
- Able to live the Business Excellence principles and assist other to so the same
- Able to motivate, develop others and train in specialist process and procedures
- Effective written communication skills, including preparing reports on complex issues and the ability to develop sound arguments.
- Effective oral communication skills with the ability to present at public meetings, as well as to Councillors and other officers and to be able to discuss difficult issues with confidence.
- Ability to negotiate with contractors and consultants.

Specialist

- Post-secondary qualification (diploma or degree equivalent)
- Relevant experience (> 5 years)
- Understanding of the use of technology and processes related to the position
- OH&S Qualifications (desirable)
- Victorian Driver Licence

Physical

- Able to walk on uneven ground (outdoor work)
- Able to sit and work at a computer for extended periods
- Able to drive for up to 2 hours

KEY SELECTION CRITERIA

- Post-secondary qualification (diploma or degree equivalent) in Civil Engineering or equivalent.
- Demonstrated knowledge and experience in supervision of civil and general construction works within Australia.
- Demonstrated ability in written and verbal communication with other professionals, contractors, consultants, community groups and residents.
- Strong written and verbal communication skills and the ability to manage and instruct contractors and suppliers.
- Ability to prioritise work and assist team members as necessary to achieve good organisational outcomes;
- Ability to use computer systems and software used by the organisation, including GIS, MS Office, project management software and email;
- Current drivers licence;
- Understanding of OHS, quality & environmental management issues
- Demonstrated commitment to working as part of a team, excellence in customer service and organisational values;