

POSITION DESCRIPTION

Position Title: _____

Department: _____

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature : _____ Date: _____

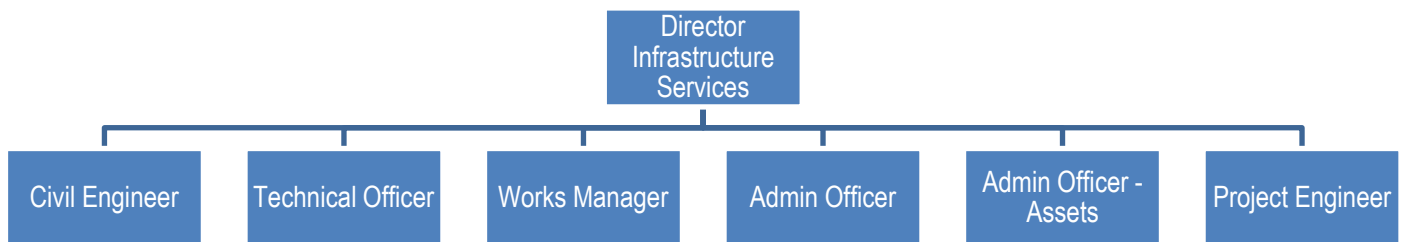
POSITION DESCRIPTION

Position Title	Project Engineer – Water, Sewerage, and Infrastructure
Reports To	Director Infrastructure Services
Immediate Reports	Water & Sewerage Supervisor
Principal Location	118 Victoria Street, St George
Employment Basis	Permanent

PURPOSE OF THE POSITION

The **Project Engineer – Water, Sewerage and Other Council Infrastructure** is responsible for coordinating and supporting the operation of Council's water, sewerage, and other Council infrastructure. Ensuring Council meets its levels of service, regulatory and licensing requirements through providing high level technical leadership.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES

Council is committed to the following core values to achieve its vision and mission:

✓ Our Customers

Customer Focus

Treats both internal and external customers with respect. Demonstrates a commitment to public service; serves and satisfies internal and external customers; holds self accountable for quality outcomes.

Integrity and Accountability

Understands the Council's goals and their role in achieving them, Sets an example by consistently modeling high standards of performance, honesty and integrity. Maintains reputation for confidentiality, fairness and reliability. Takes responsibility for actions, results and mistakes. Takes ownership for the work they do.

✓ Our People

Working as One Team

Works in a cooperative manner by sharing information and expertise. Demonstrates teamwork by following up on inquiries and requests from others. Provides feedback and is open to feedback. Works to remove barriers and utilizes own skills and those of others to accomplish goals.

Respect for each other

Listens and understands others' points of view, encourages others to share their ideas, seeks opportunities to learn from others and values this contact, treats others as they would like to be treated with fairness and equity

Adaptability

Displays flexibility in work and helps others to stay open to change. Accepts and adapts to changing priorities, new ideas, strategies and procedures while maintaining effective work performance.

Professional Development

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

✓ Our Reputation

Professionalism

Develops and maintains positive relationships. Provides high quality service. Understands and responds to needs in an accurate, effective and timely manner. Reacts in a professional manner when faced with a customer's frustration or loss of control.

People Management (For Managers and Supervisors)

Provides information, tools, resources and opportunities to help others improve. Ensures team members know goals. Coaches team members. Delegates authority and responsibility for decision making. Fosters and encourages professional growth, learning and development. Ensure that self and team understand and work within the Council's Code of Conduct and take corrective action for non-compliance.

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. This position is also accountable under the *Water Supply (Safety & Reliability) Act 2008* and *State Penalties Enforcement Act 1999* and Regulations. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

KEY CRITICAL PROCESS RESPONSIBILITIES

Water, sewerage, and stormwater construction and asset management

Contract compliance management (Water, Sewerage, Stormwater)

Road, drainage, and other Council infrastructure construction and asset management

EXTENT OF AUTHORITY / DELEGATION

Works within general guidelines and objectives provided by the Director Infrastructure Services. The position has delegated purchasing authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Specialist Infrastructure Management

- Coordinate, monitor and provide technical support in water and wastewater operations to achieve Council's operational and maintenance requirements.
- Promptly respond to and manage identified problems and/or non-conformance issues
- Coordinate, monitor and provide technical support for Council infrastructure projects and programs
- Deliver allocated capital works program (scope, cost, schedule, and quality)
- Review and improve the operations and maintenance activities through a process of monitoring, benchmarking, and developing and implementing improvements
- Perform other duties within your capabilities as directed

Staff Management

- Provide leadership and direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required Build positive relationships through the various level of Council, both politically and operationally

Administration

- Provide appropriate information to assist with the preparation of program and budget estimates for the section. Report to the Director Infrastructure Services circumstances which may cause significant variances in cost, scope, and schedule from approved programs and budgets
- Ensure compliance with Council Policies, Procedures and Manuals, and relevant Acts
- Ensure that approved purchasing procedures are followed
- Keep the Director Infrastructure Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Ensure deadlines are met

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Contribute to the development of a Risk Register for capital and maintenance projects
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Tertiary qualifications in an engineering or related discipline, and extensive professional experience working in the water and wastewater field
- Current C Class open drivers licence
- Current immunisation against Hepatitis A and Hepatitis B viruses
- Extensive operations or construction experience demonstrating high levels of technical and organisational leadership

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- Experience in maintenance and asset management systems and processes
- Staff management skills, with exposure to performance management and planning
- High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Proficiency using the Microsoft Office suite and MS Project

SELECTION CRITERIA

Essential

1. Demonstrated experience in delivering water and sewerage construction and maintenance services
2. Demonstrated experience managing construction projects and programs to ensure conformity with project management methods
3. Demonstrated experience managing maintenance projects and programs to ensure conformity with Asset Management Plans
4. Demonstrated experience managing contracts, procurements, and budgets
5. Demonstrated experience managing compliance with relevant Acts [Water Supply (Safety and Reliability) Act 2008]
6. Demonstrated experience in stakeholder management
7. Tertiary qualifications in an engineering or related discipline
8. Current C Class open drivers licence

Desirable

1. Project management experience
2. Experience in a local authority
3. Current immunisation against Hepatitis A and Hepatitis B viruses