Position Description – Project Engineer

Position:	**Project Engineer**
Band:	**6**
Position Number:	**1728**
Business Unit:	**Infrastructure Delivery and Environment**
Directorate:	**Community Infrastructure**

Name of Occupant	Vacant
Date Approved	
Approved By	

Position Objective

To deliver fit for purpose civil infrastructure projects for the community from a concept through to maintenance handover. Typically, this position will deliver approximately 10 - 15 civil infrastructure programs each year. The allocated programs may include renewals, upgrades or new infrastructure across roads, carparks, footpaths, bridges, stormwater, buildings, and recreation/open space improvements.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- Thorough planning for allocated civil infrastructure projects to a 'shovel ready' state. This will include undertaking feasibility studies, making funding applications, initial stakeholder engagement, site investigations and surveying, thinking through construction considerations, investigation of alternative options, the development of cost estimates, multi factored analysis to determine option preferences as well as the development of preliminary designs (via consultants).

- Planning and leading stakeholder engagement/consultation. This will include stakeholder identification, the development and implementation of engagement plans, an ability to build strong and respectful relationships across a broad range of key stakeholders, having a political awareness as well as reporting the outcomes of community feedback. Different levels of engagement will be required in accordance with the IAP2 Public Participation Spectrum and

Councils Engagement Policy to ensure a good customer experience for those interested and/or affected by each project.

- Civil Design work. This will include managing consultants to develop concept, preliminary and detailed designs in both two and three dimensions as well as the coordination of design reviews with key internal and external stakeholders.

- Project management of allocated civil infrastructure projects. This will include obtaining the necessary permits and approvals for works, the development of quotation and tender documentation, managing best practice procurement processes, the development of contracts, site supervision during construction, managing the defects liability period through to handover and cross organisation involvement to ensure the project outcomes are achieved before final completion is reached.

- Managing and administering contracts. This will include having a solid understanding of fundamental contract management principles (particularly for AS4000 contracts), engaging specialist consultants and contractors, day to day contract administration in accordance with the relevant contract and a strong approach to contractor OHS and environmental management.

- The provision of technical engineering and construction knowledge. This will include an understanding of the relevant infrastructure standards and codes, knowledge about best practice construction techniques and materials, the development of accurate cost estimates and delivery timelines, assisting project sponsors in the the development of project plans, an appreciation for options relating to procurement as well as the provision of engineering advice to Council, consultants, and contractors.

- Reporting. This will include writing high quality reports for Council briefings and meetings, asset handover reporting, presentations and updates to key stakeholders, monthly Capital Works progress and financial reporting as well as work relating to meeting the requirements of related funding agreements with other levels of government from time to time.

- Contributing towards the continuous improvement of the Infrastructure Delivery and Environment business unit. This will include active participation in business improvement discussions and delivering assigned activities from the annual business plan.

- Excellent customer service to both internal and external stakeholders.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Coordinator - Infrastructure Delivery
Supervises:	N/A
Internal Liaisons:	A broad range of staff and teams including customer service, strategic planning, communications, infrastructure maintenance, asset management, civil asset planning, procurement as well as the Executive team.
External Liaisons:	Residents, ratepayers and groups in the community, contractors, consultants, other levels of government as well as service authorities.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:
Optimistic - about our organisation's future and our ability to deliver quality services and projects to benefit our community.
Pragmatic - by resolving issues and making the best possible use of our time, effort, and resources.
Respectful - of ourselves, our Council and of the diverse views and perspectives of our community.
Supportive - by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.
Authentic - by undertaking our work in an open, honest, and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, employees, and volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary engineering qualification that is eligible for registration in accordance with the Professional Engineers Registration Act 2019.
- Experience in operating computer aided design and drafting programs.
- At least two years of relevant experience as a qualified Engineer.
- A current Victorian driver's licence.
- A satisfactory Criminal Record Check.

Key Selection Criteria

1. Qualifications and experience as above.

2. Relevant technical expertise.

3. Demonstrated contract management ability.

4. Strong communication and stakeholder management skills.

5. Demonstrated commitment and ability to work collaboratively within a team.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Accountable for procurement and contract management of contractors and consultants.
- Accountable for ensuring that work is completed within agreed time frames.
- Accountable for the quality, effectiveness, and cost of the work under their control.
- Accountable for ensuring that an appropriate engineering standard is maintained in design and construction.
- Ensure safe work practices through thorough OHS management.
- Accountable for writing high quality reports and providing good customer service.
- Accountable for ensuring all records and files are appropriately stored and maintained with up-to-date with all information.
- Accountable for maintaining registration (as required) in accordance with the Professional Engineers Registration Act 2019
- Freedom to provide specialist advice to the public subject to regulations and policies, with access to regular supervision and support with complex matters.
- Approval from the supervisor is required for changes to established standards, procedures, and project priorities.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Make decisions based on sound engineering practices, process or precedent and using technical knowledge with guidance and advice usually available.
- Sound analytical and independent judgement is required.
- Be able to undertake given duties with minimum supervision producing work of a high standard within a given time frame and to a given budget.
- Work as part of a team promoting good public relations and genuine engagement.
- Assist to maintain and improve a safe and healthy working environment by following JSAs and organisational policies, acting safely at all times as well as ensuring contractors have appropriate OHS systems in place appropriate for the work being undertaken.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Technical knowledge enabling the delivery of fit for purpose civil infrastructure.
- Technical knowledge and basic skills relating to engineering survey.
- An understanding and ability to deliver best practise consultation and an awareness of what level of engagement is required to achieve a good customer experience whilst achieving the project's deliverables.
- A basic understanding of computer aided design.
- Understanding and knowledge of how to develop contracts.
- Understanding and knowledge of best practice project management.
- Understanding of how public authorities and other key stakeholders can influence project delivery.
- Knowledge of relevant infrastructure standards and codes.
- Knowledge and understanding of general legal principles and how they apply to day to day situations.

- A general understanding of the political environment.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations, and precedents.

Management Skills

The required management skills include:

- Planning, managing, and prioritising one's own work to ensure that tasks and projects are completed on time with minimum supervision.

Interpersonal Skills

The required interpersonal skills include:

- The position requires the ability to develop strong working relationships with the above mentioned internal and external liaisons.
- Well-developed written and verbal communication skills.
- Ability to work collaboratively with other staff members and perform well in a team environment.
- Polite and well-mannered approach to interacting with the community and colleagues at all times.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date