

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Principal Engineer (Design & Project Management)		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Infrastructure Services
Salary Grade:	Grade 12	Award Band and Level:	Band 3 Level 3
Position Reports to:	Infrastructure Manager		
Staff Management:	2 - 6		
Budget Responsibility:			
Date Created:	January 2019	Date Last Reviewed:	
Version:	1	Document Number:	DOC2019/003195

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services Directorate is responsible for the planning, design, delivery, operations and maintenance of all Council public infrastructure.

The Infrastructure Unit is responsible for the long term strategic planning, and asset management functions relating to the provision of Council's public infrastructure, including the identification, prioritisation and budget allocation for all capital works. The unit works closely with other Units within the Directorate, which are responsible for delivery, operation and maintenance of assets. The Infrastructure Unit consists to the following teams:

- Environmental Infrastructure
- Roads Infrastructure
- Traffic and Transport Infrastructure
- Project Management

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of the position is to effectively deliver Council's civil infrastructure; environmental infrastructure (including stormwater drainage, bridges and culverts), roads, and traffic and transport facilities.

The position works closely with other Principal Engineers within the Infrastructure Unit to assist with Asset Management and deliver Capital Works Programs for municipal infrastructure.

KEY ACCOUNTABILITIES

1. Provide effective **leadership** to the design and project management team, including;
 - reviewing performance with staff and identifying training requirements and support to assist in achieving objectives,
 - providing technical guidance to staff,
 - facilitating the development of team goals and priorities to ensure that the team and organisational outcomes are achieved in an effective and efficient manner,
 - providing mentoring to staff to assist in their professional development, and
 - fostering a constructive and customer focussed team environment.
2. Provide **engineering advice** and assist the management of Council's civil infrastructure, including environmental infrastructure, roads and traffic and transport facilities.
3. Develop and maintain **strategy and policy** in relation to Council's infrastructure including guidelines for the design and construction of municipal infrastructure.
4. Develop and maintain a **Project Management Framework** to guide the team and other units of Council.
5. Provide **Program Management** services for current and forward Capital Works programs including project initiation, scheduling, and budgeting.
6. Provide **Project Management** services for the design and construction of civil infrastructure including management of project scope, program, cost, safety, quality, environmental impacts, stakeholder management, communications, record keeping, risk management and procurement.
7. Provide civil **design and documentation**, including working drawings and technical specifications, and cost estimating for renewal, upgrade and construction of new civil infrastructure.
8. Provide highly experienced **procurement** services including preparation of request documents, tendering, contract administration and construction monitoring.
9. Assist with the attraction and administration of Natural Disaster Relief and other available **grant funding**.
10. Provide **safety and risk management** for the delivery of Capital Works.
11. Assist with management of **statutory functions** relating to Council's civil infrastructure, including environmental infrastructure, roads, and traffic and transport facilities and provide professional advice on development referrals.
12. Facilitate the professional running of formal committees with external project stakeholders, including government agencies, industry groups and property owners and internal committees, **project control groups**, and working parties to guide provision of infrastructure.
13. Manage high quality **communication and community engagement**, stakeholder education and awareness, and public information and notification regarding Council projects.
14. Manage responses to **Councillor and community requests** through Council's CRM system, and dealings with internal and external stakeholders through Council' Electronic Data Management System.
15. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Tertiary qualifications at a degree minimum (or relevant equivalent level) in Civil Engineering, Structural Engineering, or other relevant discipline.
2. Demonstrated extensive experience in a similar role with proven solid experience and working knowledge of investigation, design and construction of civil infrastructure, and use of recognised Project Management methodologies.
3. Demonstrated sound experience in the design, documentation, cost estimation and construction of renewal and delivery of new infrastructure, including scoping, scheduling and cost control of Capital Works.
4. Demonstrated extensive experience in the procurement and management of consultants, and preparation of request documents, tendering, contract administration and construction monitoring.
5. Demonstrated working knowledge of Australian Standards, Austroads and other standards and guidelines relevant to the design and delivery of municipal infrastructure.
6. Demonstrated experience in supervising and mentoring staff, along with reviewing and managing the performance of the team, and the proven ability to successfully lead a team of professional in the delivery of objectives.
7. Experience in managing complex engineering issues and contributing to the development of practical solutions through utilisation of negotiation skills, and communication of expectations and outcomes.
8. Demonstrated strong written and verbal communication skills including the ability to communicate with a range of stakeholders, both internal and external, and write complex reports.
9. Demonstrated experience in the use of Microsoft Office, Microsoft Project, 12D, CAD systems, computer based Land Information System and other software/databases programs relevant to the position.
10. Current Class C NSW Driver Licence.

Highly Desirable

1. Further qualifications in Project Management, leadership or a related discipline.
2. Previous industry training in use of 12D and CAD systems.
3. Previous experience in Local Government.

SIGNATURE

Employee

Full Name:

Signature:

Date: