

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Principal Engineer		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Infrastructure Services
Salary Grade:	Grade 11	Award Band and Level:	Band 3 Level 3
Position Reports to:	Infrastructure Manager		
Staff Management:	2 - 6		
Budget Responsibility:			
Date Created:	10 September 2018	Date Last Reviewed:	
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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 manage the provision of 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 provide Asset Management and deliver Capital Works Programs for municipal infrastructure.

KEY ACCOUNTABILITIES

1. Provide effective **leadership** to the asset engineering 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 high level engineering **advice and management** of Council's civil infrastructure, including environmental infrastructure or roads or traffic and transport facilities.
3. Develop and maintain **strategy and policy** in relation to Council's infrastructure.
4. Provide **Asset Management** including keeping inventory, mapping, condition assessment, Asset Management Plans with maintenance planning, long term resourcing, annual financial reporting and facilitation or participation in Council's internal Asset Management Steering Group.
5. Manage Council's **Infrastructure Planning** to facilitate development.
6. Provide **Program Management** of current and forward Capital Works programs including project initiation, scheduling, and budgeting.
7. Manage attraction and administration of **Natural Disaster Relief** and other available grant funding.
8. Provide **Safety and Risk Management Plans** to facilitate public safety, flood safety and emergency planning and response.
9. Manage **statutory functions** relating to Council's civil infrastructure, including environmental infrastructure or roads infrastructure or traffic and transport facilities and provide professional advice on development referrals.
10. Facilitate the professional running of formal **Council committees**, including Floodplain Management or Local Traffic, or Unsealed Roads Committees and internal committees, working groups to guide provision of infrastructure.
11. Manage high quality **communication and community engagement**, stakeholder education and awareness, and public information and notification regarding Council's IP&R Framework, AM Steering Group, Capital Works Program Control Group, and Committees.
12. 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.
13. 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, Environmental Engineering, or other relevant discipline.
2. Demonstrated extensive experience in a similar role with proven solid experience and working knowledge of design, investigation and maintenance of civil infrastructure.
3. Demonstrated sound experience in development of strategies and policies related to the management of civil infrastructure.
4. Demonstrated sound experience in planning, scoping and scheduling of renewal and provision of new civil infrastructure including cost estimating and budgeting of Capital Works.
5. Demonstrated working knowledge of Asset Management principles and reporting, and Asset Management functions and practices.
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, Asset Management 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. Previous experience in facilitating committees, delivering presentations and public speaking.
2. Demonstrated success in attracting and administering external grant funds.
3. Previous experience in Local Government.

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	