



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Projects Engineer		
<b>Position Number:</b>	TBD	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Infrastructure
<b>Salary Grade:</b>	9	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Infrastructure Manager		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>		<b>Date Last Reviewed:</b>	22 June 2022
<b>Version:</b>	2	<b>Document Number:</b>	DOC2014/001908

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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 directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Waste and Environment Services

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 Infrastructure Unit consists to the following teams:

- Stormwater Infrastructure
- Roads Infrastructure
- Traffic and Transport Infrastructure
- Design and Project Management

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 6.

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

- To project manage delivery of Council infrastructure projects, including roads, bridges, traffic facilities, local transport infrastructure, car parks, footpaths/cycle ways, storm water drainage, community buildings, sport and recreation facilities, and public amenities.
- To assess the suitability of works, proposed by external applicants, to be carried out in the public road reserve.

## KEY ACCOUNTABILITIES

1. Provide Project Management services across initiation, planning, development, implementation, and finalisation project phases.
2. Provide civil engineering services including the planning, investigation, design, documentation, and procurement of civil engineering infrastructure works to meet current statutory, Australian Standard, and industry best practice design and construction standards to meet briefed parameters, site constraints, budget limitations and timeframes.
3. Oversee project finances and timeframes by preparing and monitoring project budgets, quantities and rates, cost estimates, expenditure and cash flows for acceptance, and preparing and maintaining programmes.
4. Identify and meet statutory and organisational safety and environmental requirements in designing and project managing, procuring surveys, assessments and approvals required.
5. Manage project communications and engagement with community stakeholders, statutory bodies, public utilities, property owners, and funding bodies, obtaining approvals, providing notices, and advertising.
6. Undertake procurement activities, including quotations, tendering and contract administration for the provision of specialist investigations, design, documentation, and construction of simple and complex municipal infrastructure projects.
7. Assess the suitability and engineering design of permanent and temporary works proposed by external applicants to be constructed in the road reserve including, road works, driveways, drainage, utility services, and erection of structures, such as signs, awnings and support posts.
8. Assess applications for approval under the Roads Act considering the design, construction process and impact on the environment, road uses and adjacent properties. Utilize Council's system for addressing enquiries, providing information, receiving applications, and providing responses / approvals.
9. Any other accountabilities or duties as directed by the Principal Ranger/Manager which are within the employee's skill, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree in civil engineering or other relevant field.
2. Demonstrated sound experience in project management of a wide range of civil infrastructure projects.
3. Detailed skills and experience in technical methods and standards of investigation, design, documentation and construction in accordance with Roads and Maritime Services, Austroads, and Australian Rainfall and Runoff, for delivery of municipal infrastructure including roads, bridges, footpaths/cycle ways, and storm water drainage in urban and rural environments.
4. Demonstrated skills and experience in procurement of consultants, investigation services, public utility relocations, and construction works, including preparation of technical briefs and specifications, contract documentation, tendering, and contract administration.
5. Ability to administer and assess applications for works in the public road reserve under Section 138 of the Roads Act 1993.
6. Well-developed computer skills with demonstrated competence in the use of Microsoft Office, Microsoft Project, CAD systems, financial applications, electronic document management systems, customer request tracking systems, computer-based Land Information System, and other software/databases programs relevant to the position.
7. Demonstrated well developed written and verbal communications skills including the ability to write complex reports, and communicate with and influence a range of internal and external stakeholders.
8. Demonstrated well-developed interpersonal, negotiation and conflict resolution skills with the proven ability to negotiate suitable outcomes.
9. Current Class C NSW drivers licence.

### Highly Desirable

1. Demonstrated working knowledge of technical methods and standards of investigation, design, documentation and construction for delivery of municipal infrastructure including, traffic facilities, local transport infrastructure, car parks, community buildings, sport and recreation facilities, and public amenities.
2. Knowledge and understanding of the statutory requirements for design and construction of municipal infrastructure including:
  - Environmental Planning and Assessment Act 1997,
  - Local Government Act 1993,
  - Roads Act 1993, and
  - Civil Liabilities Act 2005.
3. Skills and experience in use of computer modelling for hydrological, hydraulic, and geometric road design and drafting.