



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Construction Project Officer		
<b>Position Number:</b>	5207	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Works and Operations
<b>Salary Grade:</b>	9	<b>Award Band and Level:</b>	Band 2 Level 3
<b>Position Reports to:</b>	Works Engineer		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	\$1M		
<b>Date Created:</b>	14 September 2021	<b>Date Last Reviewed:</b>	12 September 2022
<b>Version:</b>	1	<b>Document Number:</b>	DOC2019/068307

### 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 Services directorate manages services associated with the following functions within Cessnock City Council;

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

The Works and Operations unit is responsible for the provision of construction and maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

### WORKPLACE HEALTH & SAFETY

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

The primary objectives of this position are to:

- Prepare, update and maintain project documents in Works and Operations area.
- Undertake the pre-planning and ongoing monitoring of all project management disciplines particularly in relations to safety, environmental and quality aspects for construction projects.
- Undertake investigations into incident reports and regular compliance checks on quality, environment and WHS process implementation.
- Contribute to project management and provide technical support to the Works and Operations Unit ensuring continuous improvement in the quality delivery of activities, services and projects to improve quality, time and cost outcomes.

## KEY ACCOUNTABILITIES

1. Prepare, update and maintain project documents in Works and Operations area, including;
  - Prepare and keep up to date all safety, environmental and quality management plans required for project management.
  - Prepare and keep up to date all the other relevant documents required for project management such as financial, time and procurement management documents.
  - Issue documents to site and ensure completed documents are saved in Councils record management system.
  - Ensure document templates and completed documents are easily accessible to staff.
  - Ensure project documentation is maintained up to date, carry out document compliance checks and manage remediation actions.
  - Update documents to meet changing regulations, industry practices and workplace changes.
  - Review contractor submitted documents for acceptance.
2. Contribute to the project management of civil works projects, including;
  - Maintaining project cost controls, reporting and implementing corrective actions;
  - Reviewing and preparing estimates and variation requests;
  - Preparing and updating scheduling and track program;
  - Ensuring quality assurance, WHS and environmental controls are implemented and maintained on site during the length of the project;
  - Provide technical support in the areas of safety, quality and environmental management
3. Assist the Coordinators with the management of Construction and Maintenance staff, including;
  - Assisting in reviewing and managing the performance of teams;
  - Assisting to manage the workload and output of teams;
4. Work with the Safety and Risk team to ensure all relevant policies, protocol and procedures are implemented on Council Works and Operations worksites.
5. Collaborate with the Safety and Risk team in relation to all safety and risk matters related to Works and Operations worksites.
6. Undertake investigations into incident reports and regular compliance checks on quality, environment and safety process implementation.
7. Prepare project finalisation/project completion reports.
8. Ensure that correspondence and customer requests are actioned in accordance with Council's policies and procedures.
9. Assist the Works Engineer and Construction Coordinators in procurement activities and undertake the project management of subcontracting services to Council to ensure the effective and efficient completion of civil works projects.

10. Liaise and engage in a professional manner with internal and external stakeholders, ensuring appropriate consultation processes are undertaken.
11. Ensure staff compliance with Council policies and procedures and work health and safety, risk, quality control, environmental protection and legislative requirements.
12. Maintain the health and safety of the public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
13. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
14. Provide relief of Works and Operations staff as require during periods of leave.
15. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

**POSITION SELECTION CRITERIA****Essential**

1. Associate Diploma in Civil Engineering or Project Management, or Certificate IV in Local Government Operational Works or Frontline Management or other relevant equivalent qualifications.
2. Demonstrated extensive experience in managing project documentation for construction projects including but not limited to Safety, Environmental and Quality documentation.
3. Demonstrated extensive experience in technical specifications, project-scheduling techniques, project cost estimating and control and quality assurance and control.
4. Demonstrated knowledge and experience in project management and contract administration.
5. Well-developed interpersonal, written and verbal communication skills, including the ability to build effective working relationships with people at all levels of the organisation.
6. Demonstrated commitment to providing superior customer service to both internal and external customers.
7. Demonstrated experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems.
8. Demonstrated understanding of civil works,
9. Demonstrated strong time management skills with the ability to complete a broad range of tasks within an environment of competing demands.
10. Demonstrated working knowledge of TfNSW QA specifications.
11. Demonstrated thorough knowledge and understanding of Workplace Health and Safety requirements.
12. Class C driver's licence.

**Highly Desirable**

1. Demonstrated knowledge and experience using project scheduling software applications
2. Demonstrated knowledge and understanding of Quality Assurance processes and systems.
3. Possess current Traffic Controllers Certificate - Prepare a Work Zone Traffic Management Plan or equivalent certificate and demonstrated ability to prepare and set up traffic control at work site.
4. Qualifications in ISO9001 Audit Quality management system and ISO14001 Audit Environmental management system.

**SIGNATURE****Employee****Full Name:****Signature:****Date:**