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| **Title** | Civil Program Engineer |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Roads, Transport, Drainage and Waste/ Roads Assets Planning & Design / Program and Planning |
| **Reports to** | Section Manager Program & Planning |

**Vision**

A vibrant organization doing great things.

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Civil Program Engineer is responsible for finalising the annual Capital Road and Drainage Upgrade Programs and managing the Programs through the course of the year.

This will be achieved by the preparation of an annual Capital Road and Drainage Upgrade Program based on the Four Year Delivery Program prepared by the Asset Management Section. This will involve validating project scopes, coordinating investigations, approvals and preconstruction activities, confirming detail designs and cost estimates and scheduling the annual Program. A particular emphasis is also on administration, governance and reporting against the Capital Road and Drainage Upgrade Program in-year.

The position of the Civil Program Engineer is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Work as part of a team to finalise the annual Capital Road and Drainage Upgrade Programs based on the Four Year Delivery Program prepared by the Asset Management Section including project scoping, cost estimation, project resourcing and scheduling;
* Coordinate approval processes, preconstruction activities and finalise designs to support cost-effective and timely delivery of the Capital Road and Drainage Upgrade Program;
* Liaise with other asset owners and internal / external stakeholders including public utility providers and government departments to coordinate project scheduling and facilitate a place-making approach to project delivery;
* Monitor project delivery plans to ensure objectives are being satisfied, report outcomes and provide timely advice to the Section Manager on any anticipated delays;
* Review requests for project scope and / or cost variations and provide recommendations to the Section Manager;
* Provide technical support to other Road, Transport & Drainage Sections in relation to project delivery and resolve construction related design issues;
* Ensure that customer enquiries relating to the annual Capital Road Renewal Program are assessed, reviewed and responded to in a timely and accurate manner;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* The Civil Program Engineer may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
* Decisions affect the work and activities of others within the Unit;
* The work of the Civil Program Engineer influences a number of separate community groups through policy application and development;
* The Civil Program Engineer is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
* Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
* Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area;
* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role.

**Personal Attributes**

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**Qualifications**

Essential

* Bachelor Degree in Civil Engineering or a related discipline OR extensive contemporary experience in road and drainage engineering combined with ongoing professional development;
* Current Class C Drivers Licence

Desirable

* Relevant qualifications in project management;
* Relevant qualifications in financial management.

**Experience**

* Demonstrated experience in road asset management including a sound technical knowledge of road and drainage design, construction and maintenance;
* Demonstrated experience in the development of Capital Road and Drainage Upgrade Programs including risk analysis, construction packaging, cost estimation and scheduling;
* Demonstrated experience in project management including project initiation and planning, coordination of pre-construction activities, project scope and cost control, construction support and program reporting;
* Well-developed computer skills and experience in the use of project management systems, asset management systems and business intelligence / reporting tools;
* Demonstrated ability to build strong, credible relationships with other asset owners and internal and external stakeholders to influence, persuade or negotiate outcomes that are of benefit or add value, to all or part of the organisation;
* Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

Key Relationships

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| Internal | External |
| Unit Managers / ELT | Members of the Public/residents/ratepayers |
| Section Managers/Team Leaders | Community Organisations – service clubs etc. |
| Other Council employees (not including direct reports) | Professional/Industry associations including Unions |
|  | Consultants, solicitors and other professionals |
|  | State and Federal Government Agencies |
|  | Local Business |