

Role Description

Undergraduate Project Delivery Engineer



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| Title | Undergraduate Project Delivery Engineer |
| Classification/Grade/Band | Band 1 Level 1 |
| Group/Unit/Section | Water & Sewer / Planning & Delivery/ Major Construction |
| Reports to | Project Manager Major Construction |

Vision

A vibrant organization doing great things

Purpose

To provide valuable services that strengthens and supports the Central Coast Community

Values

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

Primary Role Statement

Reporting directly to the Project Manager, the role of Undergraduate Project Delivery Engineer is responsible for assisting in the provision of effective and efficient design and project management through the adoption and implementation of sound engineering principles and practices while receiving on the job training and development.

The position of Undergraduate Project Delivery Engineer is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- Under the guidance of Project Manager, assist delivery of capital projects within the Water and Sewer business.
- Under the guidance of Project Manager, assist in the development of detailed designs, scope of works, project schedules, budget estimates, contracts, risk assessments and engagement including consultation with internal and external stakeholders.
- Under the guidance of Project Manager, undertake investigations regarding water and sewerage assets and prepare project documentation and monitor site works to support Capital Works Programs.
- Under the guidance of Project Manager, undertake review of project designs, schedules and budget estimates, quality and scope of works/contracts.
- Accurately and efficiently complete all administrative and record keeping functions as required.
- Promote collaboration by identifying opportunities to work with other teams/units to solve issues and develop better processes and approaches to work.
- Maintain safe work, health and safety practices, as well as environmental protection best practices.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience, as directed.

Authority and Accountability

- 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.
- The jobholder works within detailed written or oral instructions or procedures or under supervision.
- Decisions affect own work only.
- The work of the job holder influences the external environment by meeting basic standards of service.



- The jobholder is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
- Has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area

Personal Attributes

- Be adaptable, flexible and focused when dealing with change.
- Represent Council honestly, ethically, professionally and lead by example.
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders.
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly.
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs.
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others.
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals.
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary.
- Identify issues that may impact on task completion and provides appropriate solutions.
- Understand delegations and act within authority levels.
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes.



- Support system improvement initiatives and embrace new technologies.
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance.
- Monitor and use resources responsibly to achieve team objectives.
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Currently completing a degree in Civil/Structural/Mechanical Engineering (second or final year).
- Current Class C Driver's Licence.
- Construction General Induction Card.

Desirable

- Previous exposure to construction sites and engineering offices.

EXPERIENCE

- Experience communicating with a range of audiences using clear and concise written and oral communication skills.
- Ability to capture actions and prioritise.
- Experience in the use of computers and Microsoft suite of applications (MS Project, Excel, Teams)
- Experience managing competing priorities.
- Experience and developing skills in project and contract management.
- Experience working as part of a team.



- Effective decision maker.
- Experience in design office environment.

Key Relationships

| Internal | External |
|--|---|
| Section Managers/Team Leaders | Members of the Public/residents/ratepayers |
| Other Council employees (not including direct reports) | Commercial/industrial/development representatives (eg vendors, builders, clients) |
| | Authorities (eg Ausgrid, RMS, Telcos) |
| | Consultants and contractors |

