

# Role Description

## Project Engineer



<b>Title</b>	Project Engineer
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Water and Sewer / Assets and Projects / Asset Delivery
<b>Reports to</b>	Design Manager

### Vision

A vibrant organisation 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, Be Safe 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 Project Engineer is responsible for providing timely, cost effective and reliable delivery of water supply and sewerage operations, maintenance and project activities in accordance with set performance and quality standards.

Responsible for the full range of water and waste water functions, including the detailed preparation of capital works programmes, implementation of specific projects, asset monitoring and reporting functions.

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



## Key Duties and Responsibilities

- Undertake options analysis for the renewal, upgrade and provision of new assets considering financial and non-financial criteria.
- Prepare, manage and update management documents, including asset management plans, maintenance plans, risk management plans, business plans, service level agreements and project delivery plans.
- Undertake implementation, development and delivery of annual capital works programs and projects.
- Participate in project teams for the delivery of water and wastewater operations activities, and directly manage the development and delivery of capital works projects.
- Preparation, administering and management of statutory reporting, tenders, reports/recommendations, contract documents, technical specifications, consultant briefs, assess consultant proposals and manage engagements of consultants / contractors / internal / external service providers.
- Review studies, investigations and planning documents prepared by others.
- On a project basis, lead small teams on the investigation, design and delivery of specific capital works projects.
- Provide technical input to in-house and external meetings on specific projects and undertake consultation on projects within council, with stakeholders and the community.
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.

## Authority and Accountability

- Ensure all relevant WHS requirements, including Council's Safe Systems of Work, are considered and addressed as a function of the professional advice or direction you provide to Council and external parties.
- Policy and procedures are readily available but the Project Engineer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction.



- Decisions affect the work and activities of others within the section or from a specific project team.
- The work of the Project Engineer influences the external environment by ensuring services are consistent with Council standards.
- The Project Engineer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- 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.

### **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 other relevant discipline OR demonstrated equivalent qualifications including relevant extensive experience.
- Current Class C Driver's Licence;



- Valid Construction General Induction card - NSW WorkCover or equivalent.

### **Desirable**

- Confined Spaces Certification

### **Experience Essential**

- Demonstrated ability to produce work of a high quality within established timeframes, including a high level of written work, customer service and communication skills.
- Demonstrated ability to lead small teams and facilitate the design and development of solutions for the delivery of water and wastewater services.
- Demonstrated experience in the management of contractors / consultants.
- Experience in preparing contract documentation and specifications.
- Demonstrated proficiency in providing technical expertise, coaching and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;
- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

### **Key Relationships**

<b>Internal</b>	<b>External</b>
Unit Managers / ELT	Consultants, solicitors and other professionals
Section Managers/Team Leaders	State and Federal Government Agencies
Other Council employees (not including direct reports)	Local Business

