

## POSITION DESCRIPTION

<b>TITLE:</b>	Design & Project Engineer
<b>CLASSIFICATION:</b>	Band 3 Level 3
<b>REPORTS TO:</b>	Director Engineering Services
<b>DIRECT REPORTS:</b>	NIL
<b>DATE REVIEWED:</b>	November 2023

*This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.*

### JOB SUMMARY

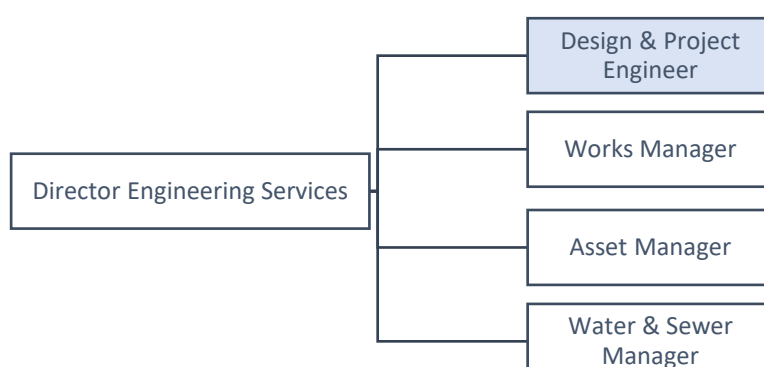
Provide specialised technical support to the roads and infrastructure team in the scope, design, and project delivery of the capital and maintenance program for state highways and Council's road networks, ensuring the effective and efficient use of resources that complies with safety, environmental, and budget provisions.

### COUNCIL'S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity, and Teamwork. The abbreviated mantra "ACE IT" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.

Accountability	Communication	Effective Leadership	Integrity	Team Work
We are responsible for our actions, our behaviour and the satisfactory completion of allocated tasks	We communicate openly and respectfully, sharing timely and appropriate information with others	We lead by positive example, embodying all of Council's agreed Values	We are consistently honest, transparent, ethical and fair, regardless of the situation	We work collaboratively to achieve shared goals for Council and the community

### ORGANISATIONAL RELATIONSHIPS



### SPECIFIC ACCOUNTABILITIES

#### PROJECT DESIGN

- Investigate, scope, design, and deliver civil infrastructure projects in line with Councils works program and operational plan.
- Produce high quality construction and design drawings in line with best practice principles, to meet Council's needs, ensuring compliance with relevant standards and including life cycle costs and/or maintenance issues.

- Assist with the preparation of costing estimates for design works.
- Consult with the works manager on project estimates, construction techniques, and material volumes.
- Apply expert knowledge of the Transport for New South Wales Road Design guide, Australian Austroads guidelines and other related legislation(s) to design associated infrastructure requirements.
- Undertake survey, investigation detailed design, cost estimation and conduct preconstruction activities for capital works related projects as required by internal and external clients.
- Assist in the preparation and quarterly reviews of Council's annual works program for the entire road network.
- Ensure the overall efficiency of the roads team by researching, suggesting, and applying innovative maintenance and construction techniques.
- Minimise Council's liability to litigation by implementing safe work practices, reviewing, and implementing regular inspection programmes and effective maintenance work practices, ensuring adherence of staff to safe work practices/standards, and ensuring public safety on roads, streets, and public places, within budget limitations and compliance with work health and safety legislation, and reporting any non-compliance to the senior management.
- Ensure that allocated maintenance programmes and construction projects are executed in accordance with prepared plans, specifications, annual works programs and quality targets, and Council guidelines including engineering designs plans, EMPs, TCPs and quality assurance.
- Project management including tender evaluation, supervision of staff and contractors, and perform the role as Contract Superintendent / Site Supervisor role, as necessary.
- Provide constructive input and technical advice to project meetings and other department meetings as required.
- Contract administration and management on various projects and maintenance tasks as required.
- Exercise initiative and judgement where practices and direction are not clearly defined.
- Undertake critical analysis of faults and failures and identify rectification actions.
- Proactively identify areas for improvement in service, quality or efficiency and develop procedures and/or systems to implement change.
- Refer matters that may impact upon the business, Council, and employees to the relevant Manager.
- Assist in the management of asset management and renewal plans for all road infrastructure throughout the Shire, including the Villages.

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#### **PROJECT MANAGEMENT & DELIVERY**

- Provide effective leadership and support to direct reports including performance management and successful collaboration with other teams across the organisation, maintaining a harmonious and effective team environment.
- Project manage construction activities incorporating geometric, structural and pavement design and associated cost estimates, service relocations identification, review of environmental factors, advice to residents and setting appropriate specifications.
- Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.
- Plan, schedule, and manage the allocation and use of staff and other departmental resources to efficiently and effectively deliver the objectives identified in Council's annual operational plan and budget.
- Lead by example, managing, coaching, and supporting staff in a positive way to achieve their goals and the objectives of Council, ensuring you also celebrate individual and team successes.
- Provide an effective link between the Manager and staff to ensure that policies, procedures and decisions and other relevant matters are effectively communicated, understood, and adhered to.

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#### **WORK, HEALTH, AND SAFETY**

- Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- Work with due diligence and consideration to safeguard both their own health and safety and others.
- Report any potential hazards, incidents, or injuries to the Coordinator and WHS Adviser within 48 hours.
- Participate in any applicable WHS consultation arrangements.
- Comply with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
- Correctly use all personal protective equipment.

- Comply with emergency and evacuation procedures and site rules if applicable.
- Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- Comply with emergency and evacuation procedures and site rules if applicable.

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## **GENERAL**

- Actively share information and knowledge with relevant staff.
- Deliver the accountabilities and meet milestones, performance targets, and service levels within your role.
- Comply with the plans, policies, and procedures of Council and the service.
- Ensure accurate records are maintained in Council's corporate records management system as appropriate.
- Ensure timely attention to and reporting of matters requiring corrective action.
- Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
- Contribute to a positive work environment within the team, business unit, and the workplace.
- Foster a culture of high performance, supporting others to deliver operational objectives.
- Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
- When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council's policies, guidelines, and relevant legislation inclusive of the Privacy Act.
- Exhibit Council's core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
- Undertake any other duties as requested by Council within the skills and experience of the jobholder.

## **SELECTION CRITERIA**

### **ESSENTIAL CRITERIA**

- Current Class C Drivers Licence (minimum)
- Construction induction (white) card
- Tertiary qualification in Engineering or Project Management (or similar) combined with a minimum of two (2) years' experience in a similar role.
- Adept administration skills, including proficiency across Microsoft 365 (including MS Project), AutoCAD, PowerBI, GIS, or similar applications with the highly developed ability to learn new technology.
- Demonstrated ability to plan, manage and organise self and others to ensure a high performing team and the timely completion of allocated tasks.
- Highly developed communication (oral and written), customer service, negotiation, and interpersonal skills, including the competence to provide professional advice, prepare technical reports, and provide high-quality documentation to a variety of stakeholders.
- Well-developed analytical, investigative, and problem-solving skills, with the ability to think laterally to develop potential options and recommendations for resolutions.
- Effective time management skills, including but not limited to, working independently, determining priorities, managing competing priorities, setting, and meeting deadlines and organising own workloads with minimal supervision.
- Knowledge of and commitment to work health and safety (WHS) practices, processes, and requirements.

### **DESIRABLE CRITERIA**

- Previous experience in quality assurance within civil construction
- Understanding of the RMS Road Maintenance Councils Contract (RMCC) documents and current RMS specifications and procedures.

## CONDITIONS OF EMPLOYMENT

### SALARY

The position has been evaluated as Band 3 Level 3 in accordance with the NSW Local Government (State) Award.

### HOURS

Full time professional staff work 35 hours each week. The spread of hours are worked over a 9-day period, Monday to Friday. The current standard working hours are 8.00am – 4.30pm with a 43-minute unpaid lunch break (7.78 hours each day).

Some variation in work hours may be required from time to time to ensure efficient undertaking of the position. Additional hours worked are generally recognised in the form of 'time off in lieu' rather than payment of overtime.

### PRE-EMPLOYMENT SCREENING

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council's expense):

- Medical examination, which includes drug and alcohol testing
- Reference checking
- National Police Check (where required)
- Psychometric testing including cognitive ability and behavioural profiling

### EMPLOYEE ACCEPTANCE

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council's policies and procedures including work health and safety, equal employment opportunity and code of conduct.

<b>NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	