**

#### Project Engineer – Cowra Works

**Position Description**

**1. POSITION SUMMARY**

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| **Job Title:** | Project Engineer |
| **Position No:** | 8810.000 |
| **Department:** | Infrastructure and Operations |
| **Reports to:**  | Manager – Cowra Works |
| **Band and Level:** | Professional/Specialist Band 3, Level 2 |
| **Grade:** | 41 |
| **Updated:** | November 2018 |

**2. OVERVIEW**

The position of Project Engineer is primarily responsible for the planning and delivery of water, wastewater and other projects so that the objectives of Council's Operational Plan are met in a timely manner.

**3. RESPONSIBILITIES AND DUTIES**

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. These duties will be undertaken in such a manner that will enable the section to operate in an effective and efficient manner and within budgetary constraints.

* To assist the Manager - Cowra Works, Manager Technical Services to investigate, plan, design, programme and execute specific water, wastewater and other projects in accordance with adopted budget and utilising best practice principles.
* Prepare cost estimates for projects.
* Prepare, call, award and manage tenders for projects.
* Project manage all water and wastewater projects from concept, design, cost estimation, construction supervision and completion of project.
* Perform site inspections and risk assessments of construction sites.
* Supervise construction work to ensure project aim is achieved and work is of expected quality.
* Monitor the cost of construction of projects and report on the status to the Manager - Cowra Works on a regular basis.
* Deal promptly with telephone enquiries and correspondence.
* Ensure that a positive public image is maintained with all Council’s internal and external customers.
* Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility, and ensures that activities comply with relevant legislation, standards and policies.
* Perform allocated duties utilising initiative, making positive contributions to work quality, productivity, and to work to a strict timeframe, in a cost effective manner.
* Other duties that may arise at the direction of the Manager - Cowra Works that are consistent with the level of competencies of the position and in line with the principles of multi-skilling.
* Promote, act, behave and make decisions which are consistent with the vision and values of Council.
* Communicate known problems/issues, including but not limited to: hazards, risks, incidents, accidents and near misses in a timely manner to direct supervisor.

**4. KNOWLEDGE, SKILLS AND ABILITIES**

* **Authority and accountability:** Provides a specialised/technical service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).
* **Judgement and problem solving:** Positions require the interpretation of information and development of suitable procedures to achieve agreed outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress.
* **Specialist knowledge and skills:** Experience in the application of technical concepts and practices requiring additional training are required at this level.
* **Management skills:** May manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and co-ordination skills.
* **Interpersonal skills:** Interpersonal skills in leading and motivating staff in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
* **Qualifications and experience:** Positions at this level would have supplemented base level professional qualifications with additional skills training. Considerable practical experience or skills training would be required to effectively control key elements of the job.

**5. WORK, HEALTH & SAFETY RESPONSIBILITIES**

All employees are responsible for Work Health and Safety (WHS) for Council and their duties include:

* Complying with Council’s WHS policies and procedures.
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours.
* Participating in any applicable WHS consultation arrangements.
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace.
* Correctly using all personal protective equipment.
* Complying with emergency and evacuation procedures and site rules if applicable.

**6. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required indoor duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk, and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**7. CONDITIONS OF EMPLOYMENT**

**Hours**

Council’s indoor staff work a 35 hour week in the basis of a nine day fortnight. Some variation in work hours may be required from time to time to ensure the efficient undertaking of the position.

**Performance Appraisal**

A performance appraisal will be undertaken on an annual basis utilising performance indicators and include formulation of a career path and training plan.

**Policies and Procedures**

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures that affect his or her employment.

All other conditions of employment are in accordance with the Local Government (State) Award.

**8. ACKNOWLEDGEMENT**

I, ......................................................................................... (Print Name) acknowledge that I have read and understand the duties, responsibilities and requirements of this position.

Sign: ……………………………………… Date: ………………………..

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