

CORPORATION OF THE CITY OF WHYALLA

POSITION DESCRIPTION

Position: Project Engineer

| 1. POSITION DETAILS | |
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| Position Title: | Project Engineer |
| Underpinning Award: | South Australian Municipal Salaried Officers Award |
| Stream: | General Officers Classification Structure |
| Directorate: | Infrastructure |
| Reports to: | Manager Engineering Services |
| Direct Reports: | Nil |
| Key Interactions / Relationships: | <ul style="list-style-type: none"> - Director – Infrastructure - Manager Engineering Services - Project Managers - Supervisors - Finance/Procurement |
| PD Development and Review Dates: | Version 1: July 2018 |

| 2. ORGANISATION OVERVIEW | |
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| City Overview | <p>Located on Eyre Peninsula's Spencer Gulf in South Australia, Whyalla is one of the largest regional cities within South Australia and offers a relaxed lifestyle where the outback meets the sea. Whyalla is home to approximately 23,000 people and has a well-established industry and retail base.</p> <p>The area offers compelling benefits based on locational, lifestyle, Mediterranean climate, picturesque coastal shores and vivid scenery providing residents with small city charm. It is an attractive destination with good amenities, events and activities and a strong community spirit for families to call home.</p> |
| Organisational Overview | <p>Whyalla City Council manages and maintains Childcare services, Library, Airport, Resource Recovery Centre, Cemetery, Crematorium, Infrastructure, recreational facilities and the Visitor Information Centre.</p> <p>The Council area extends south of the City to Murninnie Beach and north of the Point Lowly shacks to the Department of Defence boundary fence, an area of 1032 km².</p> |
| Vision Mission Core Values | <p>Together, we will meet our objectives by committing to our Vision, Mission and Values.</p> <p>Vision Whyalla will be a vibrant, attractive city offering our community a diverse range of sustainable economic, social, environmental and cultural opportunities.</p> <p>Mission We will provide access to quality infrastructure, services and facilities capitalising on and protecting our attractive coastal and outback landscapes.</p> <p>We will be home to an energetic, harmonious, integrated community actively involved in shaping Whyalla for current and future generations.</p> |

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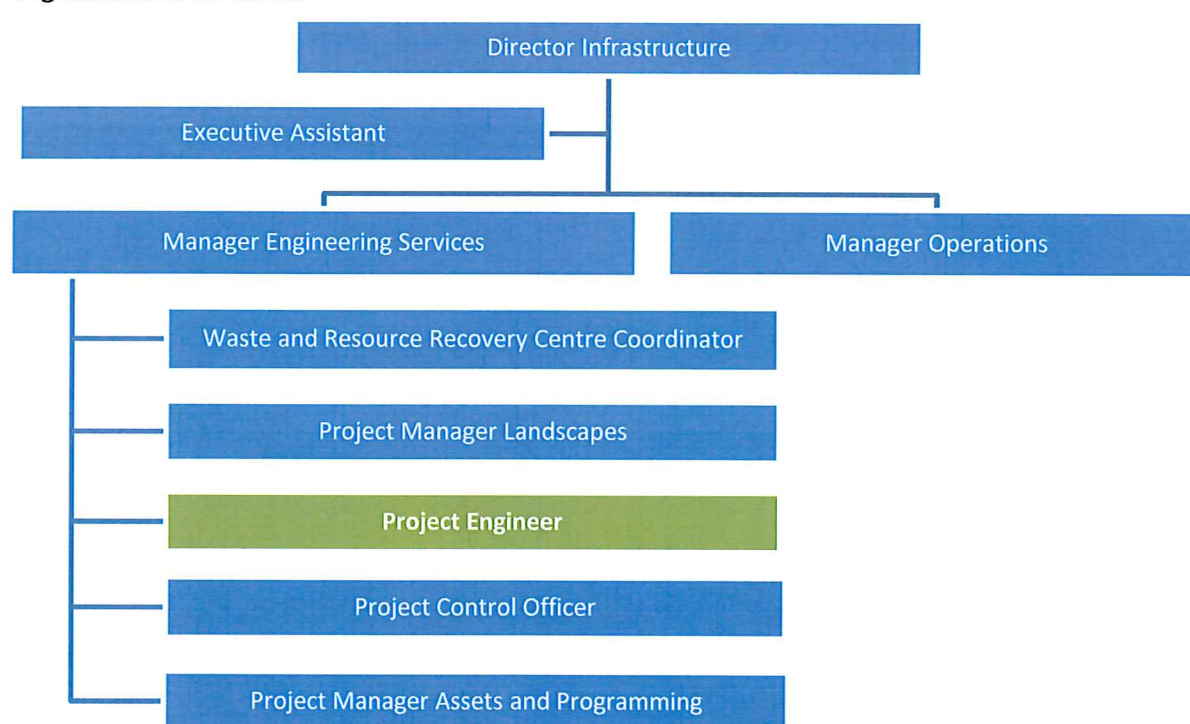
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| | Values <ul style="list-style-type: none"> • Safety • Integrity • Transparency • Accountability • Respect • Commitment to Community • Good governance • Innovation • Fairness and Equity |
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3. POSITION CONTEXT

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| Accountability Statement | As a member of the Project Delivery team within the Engineering Services Department, assist in the delivery of the Whyalla City Council Capital Works Program through project and contract management. |
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Organisational Structure



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| Key Role Responsibilities | <p>The role is responsible for providing the development, implementation and ongoing coordination the Capital Works Program and Project Delivery.</p> <p>Program Management – Future Works to Meet Annual Plan Requirements</p> <ul style="list-style-type: none"> • Carry out appropriate program management, project implementation and planning to meet the annual plan of the Whyalla City Council. • Explore grant funding opportunities for projects that fit within the Long Term Financial Plan and the Strategic Plan Asset Management Plan, and advise the Manager Engineering Services accordingly, • Prepare programs and schedules for Council's annual business plan works program, |
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| | <ul style="list-style-type: none"> • Implement planning requirements for the capital works design, consents and construction projects (program management) and meet the annual works program requirements for the Whyalla City Council, • Ensure the implementation of projects (investigations, preferred solution, project brief, design, consents and construction) for the Whyalla City Council and meet customer and environmental performance outcomes. <p>Project Management – Design to Construction</p> <ul style="list-style-type: none"> • Provide background to the preferred solution to an issue and develop project briefs, formal statements of objectives, functional and operational requirements of proposed projects. • Prepare project initiation documents which includes project plans, budgets, and risk and benefit analyses. • Provide engineering, commercial and contractual expertise for the control of capital expenditure projects for the Whyalla City Council. <p>Contract Management</p> <p>Undertake contract management processes including;</p> <ul style="list-style-type: none"> • Preparation of tender and contract documents, • Tender invitations and evaluation, • Contract administration, • Contract supervision and quality control, • Claims and disputes, • Contract budget and program control, • Monthly progress reports, • Practical completion, commissioning and handover of works. <p>Administrative Responsibilities</p> <ul style="list-style-type: none"> • Undertake research and provide reports to Council, the Director Infrastructure and the Manager Engineering Services where required, • To develop and sustain customer service and key relationships to ensure good long term and day to day outcomes for Whyalla City Council, • Ensure all Local Government Statutory obligations and State and Federal Legislative requirements that fall within the engineering, Infrastructure and project functions are met by keeping up to date with changes and disseminate information accordingly, • All important documents are registered through Council's records management system (Synergy), • Undertake other duties and responsibilities in line with level of skill and competency. |
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| 4. REQUIRED BEHAVIOURS AND KEY REQUIREMENTS | |
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| Required Values and Behaviours | <p>The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.</p> <p>Behavioural expectations that support our values include;</p> <ul style="list-style-type: none"> • Ensuring customer-focused, accountable and responsive service delivery to customers of the City of Whyalla, • Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees, • Meeting the diverse needs of our customers and the community in which we work by recognising diversity and adapting our style and service delivery, • Empowering our staff and the community to be involved, to speak up, make decisions and deliver key outcomes, • Identify and mitigate business risks and make positive changes through innovation, seizing opportunities and thinking and acting progressively, • Actively contribute to the strategic objectives for the Department and the Organisation, • Striving towards achieving excellence and maintaining a continuous improvement philosophy, • To preserve the integrity and professionalism of Whyalla City Council, it is the personal responsibility of all Council employees to ensure that they are familiar with, and comply at all times with, policies, procedures and the standards of behavior in the Code of Conduct for Council Employees, • Ensuring any decisions or actions are in accordance with good governance, legal compliance and any delegations / authorities, • Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management System. |
| Workplace Health and Safety / Environment and Risk | <p>Workplace Health and Safety / Environment and Risk responsibilities include;</p> <ul style="list-style-type: none"> • Ensuring that health and safety risk to all people involved in or affected by projects are minimised by complying with the Work Health Safety Act, • Complying with Council's Risk Management and WHS management systems, • Ensuring reasonable care is taken for personal safety and that of others in the work place. • Utilising any necessary safety devices and personal protective equipment in accordance with established procedures, • Taking any such actions required within level of skill and responsibility to eliminate or minimize hazards within the workplace of which you are made aware including the reporting of such hazards and incidents, • Ensuring that you are not affected by alcohol or drugs at work, • Promoting a positive WHS Culture in the workplace, • Assisting in any issues resolution process as required, • Undertaking training and consultation processes in respect to WHS in the workplace. |

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| Human Resources | <p>Corporate responsibilities include;</p> <ul style="list-style-type: none"> • Adhering to good Human Resource Management principles including but not limited to Council Employees Code of Conduct, Employee Behaviour, Values and Conduct Policy, Equal Employment Opportunity, Fair Treatment Processes, Staff Performances, Recruitment and Induction Processes, • Complying with City of Whyalla Policies and Procedures, • Contributing to a positive, co- operative and productive work environment and culture. |
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| 5. SELECTION CRITERIA | |
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| Essential Skills and experience | <ul style="list-style-type: none"> • Demonstrated knowledge and experience of best practice principles for program and project and contract supervision and management. • Experience and ability to meet critical timeframes, budget and quality requirements. • Highly developed communication skills including report and document preparation skills. • Ability to solve problems creatively and expediently. • Well-developed consultation, public relations, customer service, negotiation and influencing skills. • Demonstrated knowledge of health and safety requirements. |
| Desirable Skills and Experience | <ul style="list-style-type: none"> • Eligibility for Professional Membership of Engineers Australia. • 5 years post-graduate experience in infrastructure delivery with substantial exposure to project and contract management. • Sound knowledge of local government works and services. • Substantial local government experience in a similar role, with demonstrated knowledge of leadership, planning, purchasing procedures and employee development skills. • Construction White Card or similar training attained. |

| 6. OTHER CONDITIONS | |
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| Special Conditions | <ul style="list-style-type: none"> • Some out of hours work will be required of this position. There is flexibility provided for in the work place to accommodate this requirement, • The successful applicant will be required to fulfill any necessary statutory requirements in accordance with; <ul style="list-style-type: none"> - Relevant SA State Legislation: - The <i>Local Government Act 1999</i> - Engineering Standards • The successful applicant will be required to submit the following documentation, the Whyalla City Council will reimburse costs associated with the National Police Clearance. <ul style="list-style-type: none"> - National Police Clearance - Copies of Certified Qualifications; and - Current South Australian Driver's Licence |

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7. ACKNOWLEDGEMENT

The successful applicant will be required to sign the code of conduct, the Employee Behaviour, Values and Conduct Policy and submit to a pre-employment medical examination.

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description, and agree that;

- This position description accurately reflects the duties and responsibilities of the position at the time of signing;
- Key Performance Indicators for this position will be developed in conjunction with the Manager and/or Director and will be reviewed regularly.

I understand that this position description may be further reviewed at a future date in consultation with each undersigned party.

Employee: _____ Signature: _____ Date: _____

Manager: Bart Servaas
Manager – Engineering Services

Signature:  _____ Date: 20/7/18