

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Engineer	<b>Position Code:</b>	WKPO
<b>Division:</b>	Infrastructure	<b>Grade:</b>	H
<b>Location:</b>	Dubbo /Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Senior Projects Engineer		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

Project Engineers are responsible for the delivery of multiple civil engineering projects annually to the Local Government area in the Dubbo Regional Council. This includes:

- Preplanning of projects including client liaison.
- The technical oversight of projects during the delivery phase.
- Customer, staff and public relations management before, during, and after project delivery.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Project / Programme Management	<ul style="list-style-type: none"> <li>• Liaise with clients so as to understand their requirements.</li> <li>• Prepare project estimates and management system documents based on plans, specifications and industry standards.</li> <li>• Once approved, programme and deliver projects and programmes according to agreed brief.</li> <li>• Prepare and deliver public consultation plans in relation to projects and programmes.</li> <li>• Obtain and respond to client and public feedback regarding projects and programmes.</li> <li>• Ensure compliance with and efficient implementation of the Defined Asset Management Policy as it applies to programmes assigned.</li> <li>• Emergency response assistance.</li> </ul>
Regional Maintenance Council Contracts	<ul style="list-style-type: none"> <li>• Management of the RMCC on Council's behalf.</li> <li>• Maintaining Council's prequalification with Transport for NSW.</li> </ul>
Teamwork and Involvement	<ul style="list-style-type: none"> <li>• Participate in programming meetings.</li> <li>• Regular liaison with the Senior Projects Engineer, supervisors and systems office staff to facilitate efficient and timely project decision making.</li> <li>• Facilitate induction and information flow to operational staff and contractors.</li> <li>• Networking with clients, staff and appropriate bodies both within Dubbo Regional Council and externally is undertaken.</li> </ul>

### Key Accountabilities / Duties

Performance Management	<ul style="list-style-type: none"> <li>• Ensure staff in the project team are performance managed effectively and in line with Dubbo Regional Council policies.</li> <li>• Undertake training and development.</li> </ul>
Management systems	<ul style="list-style-type: none"> <li>• Follow organisational systems and procedures in the delivery of projects and programmes.</li> <li>• Develop required new systems elements.</li> <li>• Contract Management processes are followed.</li> </ul>
Corporate Reporting, planning and monitoring	<ul style="list-style-type: none"> <li>• Assist Manager Infrastructure Delivery and the Senior Project Engineer in providing branch input and implementing the following strategic plans and documents: <ul style="list-style-type: none"> <li>• Management Plan</li> <li>• Business Plan</li> <li>• Agreed Brief for project and programme</li> <li>• Branch Budget</li> </ul> </li> <li>• Provide input into corporate plans, reports, programs and policies as required.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Represent the branch in a professional and ethical manner</li> <li>• Be part of the communication link from the Manager to your project team.</li> </ul>
Team/People Management	<ul style="list-style-type: none"> <li>• Supervise a project team and their duties ensuring that individual accountabilities and performance are monitored and achieved.</li> <li>• Ensure that the organisation's policies and procedures are fully understood and adhered to by your project team.</li> <li>• Ensure appropriate communication to your team to ensure awareness of relevant key issues</li> <li>• Foster good team work and high staff morale within the team.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence
- RMS Prepare a Work Zone Traffic Management Plan ticket.
- General Construction Induction card (Whitecard)
- Pre-employment health assessment.
- Willingness to undertake further studies as required.
- A significant proportion of this role is office based, using computers/ electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/ electronic systems or other office based equipment.
- The wearing of the local government uniform is optional for this position.
- This position is required to work indoors and outside, in public and non-public areas as a part of the role, thus a reasonable level of fitness is an inherent requirement of the role.

- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

1. Degree in Civil Engineering or related discipline and demonstrated sound knowledge and experience in civil engineering project/contract delivery.
2. Ability to supervise and manage staff demonstrating good teamwork, interpersonal and conflict resolution skills.
3. Demonstrated experience in project and contract management with the ability to organise and manage conflicting work priorities.
4. Well developed report writing and communication skills.
5. Class C drivers licence and RMS Prepare a Work Zone Traffic Management Plan ticket.

#### Desirable

6. Local Government experience
7. Post graduate qualifications
8. Experience in managing the RMCC on Council's behalf and Transport for NSW contracts

### Organisation Wide Accountabilities

#### Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
  - Be Curious, Courageous and Committed
- Sustainable
  - Balanced Approach To Growth and Opportunity
- One Team
  - Working Together
- Integrity
  - Accountable For Our Actions

#### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional 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 or People, Culture & Safety within 48 hours
- Participating in any 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

	<ul style="list-style-type: none"> <li>The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>Council's adopted Code of Conduct.</li> <li>Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: