



## **POSITION DESCRIPTION**

<b>TITLE</b>	:	<b>SENIOR PROJECT ENGINEER</b>
<b>DIVISION</b>	:	<b>INFRASTRUCTURE &amp; SERVICE DELIVERY</b>
<b>DEPARTMENT</b>	:	<b>URBAN DESIGN &amp; PROJECT MANAGEMENT</b>
<b>REPORTS TO</b>	:	<b>TEAM LEADER INFRASTRUCTURE</b>
<b>STAFF REPORTING TO</b>	:	<b>NIL</b>
<b>GRADE</b>	:	<b>7E – 7I</b>
<b>DATE:</b>	:	<b>MAY 2015</b>

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### **FUNCTION STATEMENT:**

The principal function of the Senior Project Engineer is to provide project management support to the Infrastructure & Service Delivery team for the timely delivery of all projects from concept, through to detailed design. Tasks to be undertaken will include, but shall not be limited to the following:

- 1 The Planning infrastructure improvements and community initiated projects for Council.
- 2 Carrying out investigations, analyses, and reporting on matter requiring the skills and knowledge of a senior professional civil engineer.
- 3 When requested, assist Team Leader and/or the Manager in the planning, monitoring of progress and completion of projects.
- 4 Prepare, evaluate, supervise, and project manage mainstreet civil engineering and building contracts; and arrange for payment for services provided by contractors.
- 5 Carry out designs and project cost estimates.
6. Attend to enquiries on current or planned projects.
7. Provide support to Team Leaders and the Manager so that the Infrastructure & Service Delivery Division's objectives are met.
8. Advise the Manager on the progress of projects and where necessary suggest how improvements to the end result may be achieved.

## **SKILLS REQUIRED**

### **Essential:**

1. A four (4) year civil engineering degree or equivalent technical qualification.
2. Extensive full time work experience in a civil engineering field and demonstrated experience in managing projects with good knowledge of project implementation, including contract management / project development and environmental planning.
3. Possess a valid class C driver's licence.
4. Be performance and results orientated.
5. Demonstrated project and contract management skills in the coordination and delivery of construction projects from conception through to completion, including controlling project budgets and reporting on project progress to ensure nominated projects are completed to agreed time, cost, quality, and scope requirements
6. Be able to use sound and practical solutions when solving problems
7. Have demonstrated engineering design experience and leadership skills to be able to mentor and direct (where necessary) design staff enabling them to complete council's yearly programs and develop their own design skills.
8. Possess relevant experience for the preparation of concept and detail designs, including estimates of cost and reports for approval by the Director to ensure the preparation of quality project documentation.
9. Be competent in written and oral communication.
10. Ability to interpret and carry out designs using current computer design software, CivilCAD and AutoCAD.
11. High level of PC literacy, including Microsoft Office, Electronic document management systems (EDMS), property database management systems and Geographical Information Systems (GIS).
12. Be committed to customer service, the principles of EEO, best practice in WH&S and Risk Management.

### **Desirable:**

1. Registered Member of the Australian Institute of Project Management
2. Experience in a Local Government environment, with and adequate knowledge of the role of engineering in local government

## **SCHEDULE OF DUTIES**

1. Monitor project milestones that are consistent with Council's Delivery Program.
2. Assist with the delivery of all Major Capital works projects for Council such as the construction of new child care centres, upgrade of the Leichhardt Park Aquatic Centre, park upgrades and mainstreet improvement works.
3. Obtain market place competitive tenders/quotations - internally and externally - for the relevant maintenance and capital works programs. Regularly review unit rate and recurrent lump sum costs.
4. Administer the various contracts and subcontracts entered into by Council. Prepare contract documentation as required for tender submissions.
5. Provide a high level of internal and external customer service in accordance with Council's Citizens Service Charter.
6. Prepare reports for submission to Council and its Committees in a timely manner.
7. Assist when required with community consultation in accordance with Council's community engagement strategy in order to develop projects from concept to delivery.
8. Ensure accurate record keeping for all projects within area.

## POSITION DESCRIPTION ATTACHMENT

### SENIOR ENGINEER

#### WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks. You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

#### RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none"><li>• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of promotion of, and conformance with, Council policies and procedures</li></ul>
<ul style="list-style-type: none"><li>• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li></ul>	<ul style="list-style-type: none"><li>• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li><li>• Analysis of accident/incident trends</li><li>• Regular team meetings</li><li>• Use of the hazard reporting process</li></ul>
<ul style="list-style-type: none"><li>• Commitment to WH&amp;S</li></ul>	<ul style="list-style-type: none"><li>• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li></ul>
<ul style="list-style-type: none"><li>• Undertaking accident/incident investigations</li></ul>	<ul style="list-style-type: none"><li>• Evidence of documented and signed accident investigation forms</li></ul>
<ul style="list-style-type: none"><li>• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li></ul>	<ul style="list-style-type: none"><li>• Regular meetings with WH&amp;S rep</li></ul>
<ul style="list-style-type: none"><li>• Improving health and safety performance</li></ul>	<ul style="list-style-type: none"><li>• Initiating action based on audit, inspection results and feedback from staff</li></ul>

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation.</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>