

Position Description

Design and Project Engineer



Position details

Department	Infrastructure and Environmental Services
Business Unit	Civil Infrastructure
Reports To	Manager Civil Infrastructure
Status	Full time (Permanent)
Standard Hours	35 hours per week
Staff Accountability	<input checked="" type="checkbox"/> No line reports
	<input type="checkbox"/> Directly supervises 0 employees
	<input type="checkbox"/> Indirectly supervises 0 employees
Budget Accountability	<input type="checkbox"/> No expenditure/Budget
	<input checked="" type="checkbox"/> Delegation up to \$25,000
	<input type="checkbox"/> Manages Budget up to \$0
Classification	Professional/Specialist Band 3, Level 2
Salary Grade	Grade 6

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position purpose

The Project Engineer is responsible for the delivery of Council's projects through in-house or contract delivery where appropriate, including the procurement of detailed designs, cost estimates and project schedules.

They will have day to day management of Council's Road Maintenance Council Contract, including the development of required management plans.

They will also provide development engineering advice to Council's Planning Section as required.

Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Deliver the Annual Operational Plan and works program activities in consultation with the Manager Civil Infrastructure.
- Identify, establish and manage the strategic opportunities in the respect to the engineering and property development arenas in consultation with the Manager Civil Infrastructure.
- Identify of available grant allocations and compile grant applications including cost estimates of identified projects
- Undertake risk assessments of programmed works and undertake risk audits on works in progress for both works under Project Engineer's control and other works as required.
- Support, administer and manage resources for the delivery of the Civil Infrastructure team Capital Works Program involving contract documentation, contract administration, contract management and professional assistance in accordance with sound project and contract management principles.
- Ensure Occupational Health and Safety processes and procedures are managed and adhered to.
- Assist other engineering staff in expenditure and quality control management
- Provide technical advice to other staff, departments and external stakeholders
- Liaise with the community in order to promote the various works, projects and programs undertaken by Council
- Consult members of the community and other stakeholders when initiating, and during, projects and developments
- Ensure all requests and project management duties are completed in a timely manner.
- Assist in providing landscape and engineering advice and service to Council Departments and external customers.
- Contractor management and site supervision ensuring relevant quality and standard are adhered to including daily reporting of scope of works being undertaken.
- Undertake feature surveys using GPS/GNSS unit and conduct feasibility. assessments such as heritage environmental and cultural considerations and legislative requirements for the purposes of determining project scope.
- Prepare concept/functional, detail designs, construction drawings and specifications as required.
- Design of roads, drainages, carparks, laneways, shared paths, footpaths using Civil 3D/Civil Site Design (CSD)
- Provide engineering advice to other sectors of Council as required.

Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Ensure that all works completed under contract comply with procurement requirements within the Local Government Act 1993, and Council Policy.
- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Skills and competencies

The incumbent will be required to demonstrate skills and competencies relevant to the position in line with those set out in the *Local Government Award 2023* for Professional/Specialist Band 3, Level 2, being:

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.

Key Relationships

Who	Why
Internal	
Director Infrastructure and Environmental Services	<ul style="list-style-type: none"> • Receive guidance and report on progress towards business objectives. • Provide expert advice and support and contribute to decision-making.
Manager Civil Infrastructure	<ul style="list-style-type: none"> • Develop work plan and review progress for projects under their control. • Resolve and provide solutions to issues. • Identify emerging issues/risks and their implications and propose solutions.
Manager Planning & Regulation	<ul style="list-style-type: none"> • Provide sound development engineering advice in a timely manner for development applications
Council Staff	<ul style="list-style-type: none"> • Provide expert advice on a range of Civil Infrastructure-related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
External	
NSW Government agencies	<ul style="list-style-type: none"> • Provide expert advice on a range of Civil Infrastructure-related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
Consultants/Contractors	<ul style="list-style-type: none"> • Engage, manage and monitor progress as required.
Customers	<ul style="list-style-type: none"> • Provide expert advice on a range of Civil Infrastructure-related issues and strategies.

Who	Why
	<ul style="list-style-type: none"> • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.

Selection Criteria

Essential:

1. Tertiary qualifications in Civil Engineering at degree level
2. Demonstrated experience in civil works and project management disciplines within a Local Government environment.
3. Demonstrated project management skills
4. Demonstrated self management and time management skills
5. Demonstrated experience in the use and application of the Microsoft suite of products (in particular Word and Excel).
6. Current NSW Class C Drivers Licence or above or equivalent.
7. General Construction Induction Card (or equivalent).
8. Working knowledge of roles and responsibilities under the WHS Act 2011.

Desirable:

1. Tertiary qualifications in Asset Management at Diploma level or above or equivalent.
2. Current Class LR Drivers Licence or above or equivalent.
3. RMS Traffic Controller certification.
4. RMS Implement Traffic Control Plans certification.
5. RMS Prepare a Work Zone Traffic Management Plan.
6. Experience working under RMS Road Maintenance Council Contracts
7. Adept administration skills, including proficiency across Microsoft 365 (including MS Project), AutoCAD, Civil site Design, GIS, or similar applications with the highly developed ability to learn new technology

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.





This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check.

Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for employees.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
Results 	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
Resources 	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name:

Employee Signature:

Date:

Authorisation

Approved by the General Manager:

Employee Name:

Date: