

Melton City Council

Civil Projects Officer

Position Description

PD: 00222

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Civil Projects Officer
Directorate	City Delivery
Business Unit	Operations
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Civil Operations Coordinator
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• Operations Services• Engineering Services• Capital Projects Services• Finance Services• Other Council Services Units as needed
External liaisons	<ul style="list-style-type: none">• Contractors• Statutory Authorities• Service Providers• General Public and Community Groups

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.



4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Manage the procurement and delivery of Council Capital Works Projects and Program related to road, drainage and other civil infrastructure within budget and set timeframes, and in accordance with Legislation and Policies.
- Exercise judgment in interpreting project documentation, assessing contractor submissions, and ensuring compliance with policies and budgets, while also problem-solving and escalating issues when necessary.

5. Key responsibility areas

- Procure, schedule and deliver Council Capital Works Projects and Programs and manage the Contracts so that works are in accordance with OHS legislation, and quality, traffic and environmental management standards.
- Review contract management plans for works under Contracts and maintain records of all compliance checking activities.
- Provide budgetary control and submit reports on the progress and financial status of the assigned Civil Capital Works Projects and Programs.
- Cultivate productive working relationships with Contractors and other teams in Melton Council to ensure the aims of the project are achieved.

6. Accountability and extent of authority

- Monitor and deliver the Capital Works Projects and Programs on time and within budget with a regular reporting mechanism to ensure adherence to goals and objectives.
- Investigative and analytical nature, approval of expenditure on assigned projects within financial delegation, and recommendation of expenditure beyond financial delegation.
- Manage progress of works claims for payment and variations in accordance with Council Policies and provide input into the development of policy.
- Ensure complete and accurate procurement documentation is produced in a timely manner in accordance with set timeframes and recorded in Council's Contract Management System, subject to regulations and policies.
- Conduct audits of works quality compliance on assigned works, with records kept in accordance with the contract management plan for the project or program of works.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.



7. Judgement and decision making

- Interpreting and assessing adequacy of project documentation (such as maps, engineering drawings, permits and approvals) prior to procuring works generally based on previous experience.
- Assess the suitability and relative merits of contractor's submissions, (including items such as methodology, resources, pricing and capabilities), when procuring works.
- Assess works in progress against Council's Standards, project specifications, contract requirements and industry best practice.
- Ensure all expenditure is in accordance with Council's Procurement Policy and allocated budget.
- Assess whether OH&S and other legislative requirements are being met in relation to all areas within the responsibility of the position.
- Solve works related problems especially to new situations and negotiate changes to project details with contractors, with judgement on when to escalate issues to the Civil Operations Coordinator.
- Guidance and advice are usually available.

8. Specialist skills and knowledge

- Experience with the construction and maintenance of various civil infrastructure assets, including road, streetscape and drainage infrastructure.
- Knowledge of OH&S practices and responsibilities relating to civil construction works.
- Knowledge of traffic management requirements for road works.
- Interpret and understand engineering plans and specifications in relation to civil construction works.
- Project planning, scheduling and delivery monitoring skills with an understanding of the long-term goals of the functional unit.
- Well-developed knowledge and working application skills in a range of relevant IT software packages such as project management, financial, MS Office, GIS and document control packages.
- Monitor and report on assigned project budgets require a familiarity with relevant budgeting techniques.

9. Management skills

- Manage own time, establish priorities and plan and organise one's own work.
- Work alone while still contributing to team goals, projects and programs.
- Schedule programs and projects and implement schedules so that projects are delivered on time.
- Interpret and implement Council's policies, procedures and operational guidelines in a professional and efficient manner.

10. Interpersonal skills

- Communicate technical matters clearly and concisely, in writing and orally, with a diverse range of people.
- Gain co-operation, trust and confidence of staff, consultants, contractors and members of the community from diverse background and cultures in the administration of defined activities.



- Organise, conduct and report to and from meetings.
- Work well within a team environment also be able to liaise with their counterparts in other organisations.
- Be assertive and remain composed, courteous, positive and professional in dealings with clients, contractors and service providers at all levels.

11. Qualifications and experience

- Tertiary qualifications in civil engineering with some experience in civil infrastructure construction and maintenance with some relevant experience in all aspects of civil infrastructure construction and maintenance or lesser formal qualifications and substantial relevant experience.
- Relevant experience in project and contract management, negotiation and dispute resolution.
- Occupational Health and Safety Industry Induction (red card or white card).
- A current valid Victorian driver's licence.

12. Key Selection Criteria

1. Tertiary level qualifications in civil engineering with some experience in civil infrastructure construction and maintenance with some relevant experience in all aspects of civil infrastructure construction and maintenance or lesser formal qualifications and substantial relevant experience.
2. Experience in project and contract management and contract supervision.
3. Proven experience in projects and programs delivery and monitoring.
4. Demonstrated understanding of OH&S, traffic management and construction standards.
5. Proven ability to prepare and write financial, administrative, procurement, contractual and other reports and procedures. This will include the preparation of reports for managers and monthly project cost and progress reports.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Operations
Approved by Position Title

March 2024
Date Approved

Incumbent's name

Signature

Date

