
Capital Works Engineer

Position description

November 2020





Northern Grampians Shire Council
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CONTACT US

-  ngshire@ngshire.vic.gov.au
-  www.ngshire.vic.gov.au
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

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Position description

Position title	Capital Works Engineer
Classification	Band 6
Directorate	Infrastructure
Department	Infrastructure

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

The position is responsible for the delivery of assigned projects in a customer focused manner, on time, on budget and to Council specification. Projects may include roads, drainage, buildings, sporting facilities, toilet blocks, playgrounds, and other Council infrastructure projects.

Key responsibility and Duties

- Preparation of briefs and procurement documents including drawings and other items specific to projects;
- Review designs, technical specifications and evaluation of tender;
- Project Management and Contract supervision of assigned projects to ensure delivery is within budget and timeframes;
- Undertake investigations, prepare reports, planning and assist in the implementation of work programs as part of the infrastructure team;
- Provide technical advice and response to engineering matters for community enquiries and complaints within accepted timeframes;
- Review and report to Manager infrastructure on budget performance of assigned projects on a regular basis;
- Liaison with both internal and external stakeholders in relation to project specific matters; and
- Carry out other duties as required by Coordinator Engineering Services

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time

- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Coordinator Engineering Services
Manages	N/A
External relationships	Clients, contractors, general public, government departments, VicRoads, Statutory Authorities, Service Authorities, other Municipalities and community groups.
Internal relationships	All Council Staff

Accountability and extent of authority

This position is accountable for:

- effective and safe delivery of quality and timely engineering services and advice under the guidance of the Coordinator Engineering Services
- ensuring contract works and engineering services are performed in accordance with the relevant legislation, regulations and guidelines to ensure worksite and public safety.

This position has the authority to:

- identify the need for and contribute towards the development of policy and strategic plans and responsible for their implementation within area of expertise.
- freedom to act set by clear objectives and/or budgets, with regular reporting mechanism; effect of actions taken is usually limited to quality or cost of programs/projects.

Judgement and decision making

- Required to exercise skills in problem solving and particularly to be proactive and innovative in the resolution of issues
- Ability to determine appropriateness of variations in works and relative costs for projects through negotiations with contractors.
- Ability to liaise with fellow Council staff and contractors to ensure efficient construction of projects and compliance with Council standards, design plans and specifications, relevant codes, industry agreements, budget and time constraints.
- Guidance and advice is usually available from Coordinator Engineering Services

Specialist skills and knowledge

- Understanding of long term goals and policies that affects the unit and wider organisation.
- Understanding of safe and efficient civil construction techniques, including road, drainage and concrete works.
- Understanding of standards and regulations as applicable to civil construction activities.
- Familiarity of principles and practices of budgeting and financial procedures.

Management skills

- Ability to manage time, determine appropriate priorities for own work to achieve specific and set objectives within the resources available and within a set timetable.
- Ability to plan and assist the implementation of projects based upon the availability of staff and contract resources.
- Ability to recognise and respond to competing pressures to deliver required outcomes.

- Assist Coordinator Engineering Services in coordinating and overseeing external construction contractors to achieve projects within budget allocations and to meet time constraints.

Interpersonal skills

- Well developed written and verbal communication skills to enable effective communication with internal and external customers.
- Ability to write reports in the field or expertise and prepare external correspondence.
- Ability to contribute effectively in a team environment.
- Ability to gain cooperation and assistance from internal and external customers to resolve issues.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.

Qualifications and experience

- Tertiary qualifications in the field of Civil Engineering with some relevant experience.
- Knowledge and experience in planning and delivering civil engineering related projects.
- Knowledge and experience in the development and implementation of asset management systems.
- Ability to calculate quantities and prepare accurate cost estimates and payments for works, either from a design plan and or site inspection.

Selection criteria

1. Relevant tertiary qualifications in the field of Civil Engineering with some relevant experience
2. Knowledge and experience in planning and delivering civil engineering related projects.
3. Well developed written and verbal communication skills.
4. Excellent written and verbal communication skills and the ability to resolve problems innovatively.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Tenure - 12 Months Fixed Term Contract

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	November 2020
Prepared by	Manager Infrastructure
Approved by	Manager People and Culture

Employee Signature

[acceptance_status]	[acceptance_date]
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[candidate_name]	