



POSITION DESCRIPTION

WARRUMBUNGLE WATER PROJECT ENGINEER

Department:	Environment & Development Services
Reports to:	Manager Warrumbungle Water
Location:	Coolah
Grade:	14 + 3.5% Civil Liability Allowance

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Project Engineer is responsible for providing planning, technical advice and management of project activities to ensure projects are delivered in accordance with the contract requirements and within the nominated constraints for time, cost, quality, safety and the environment.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Ensure all activities are undertaken with the safety of people and the number one priority and at all times modelling safe behaviour
- Reviewing, interpreting and providing advice in forms or memos on technical/engineering reports, models and drawings
- Preparation of project risk management plans, Gantt charts, project plans and project programs
- Formulation of budgets for scopes of work and managing and implementing financial control throughout the project lifecycle
- Preparation and advertisement of tender documentation in line with Council's procurement policy

- Comparison and assessment of tender submissions, proposals and quotes in line with Council's procurement policy and preparation of tender recommendations
- Preparation of purchase orders and contracts for relevant engagements as well as contractor engagement checklists in accordance with Council's contractor management policy
- Monitoring, controlling, reporting and documenting of all aspects of project performance, budget, risks and issues and the physical process of projects against the approved project plan. This includes reporting using online portals for funded projects, documenting in Council's Records Management System, as well as drafting reports for Council's monthly Business Paper.
- Review and recommend approval of subcontract and supplier invoices and claims
- Ensure all construction works comply with the plans and specifications
- Take ownership of project finalisation including the preparation of practical completion certificates and asset handover forms.
- Liaise with consultants and staff within Council within the frame of the individual projects as well as external agencies such as the Environmental Protection Agency and the Department of Planning, Industry and Environment to gain necessary approvals.
- Assist in the implementation of Council's Drinking Water Management System and Council's Water Loss Management Plan, Council's Asset Management Plans and in the development of Council's strategic planning documentation.
- Assist in the development and implementation of Council's Water and Sewer Asset Management Plans, including the development and/or updating of relevant procedures and policies
- Promote and maintain a positive image of Council to the community
- Act in the higher duties role of Manager Warrumbungle Water in the absence of the incumbent as required.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

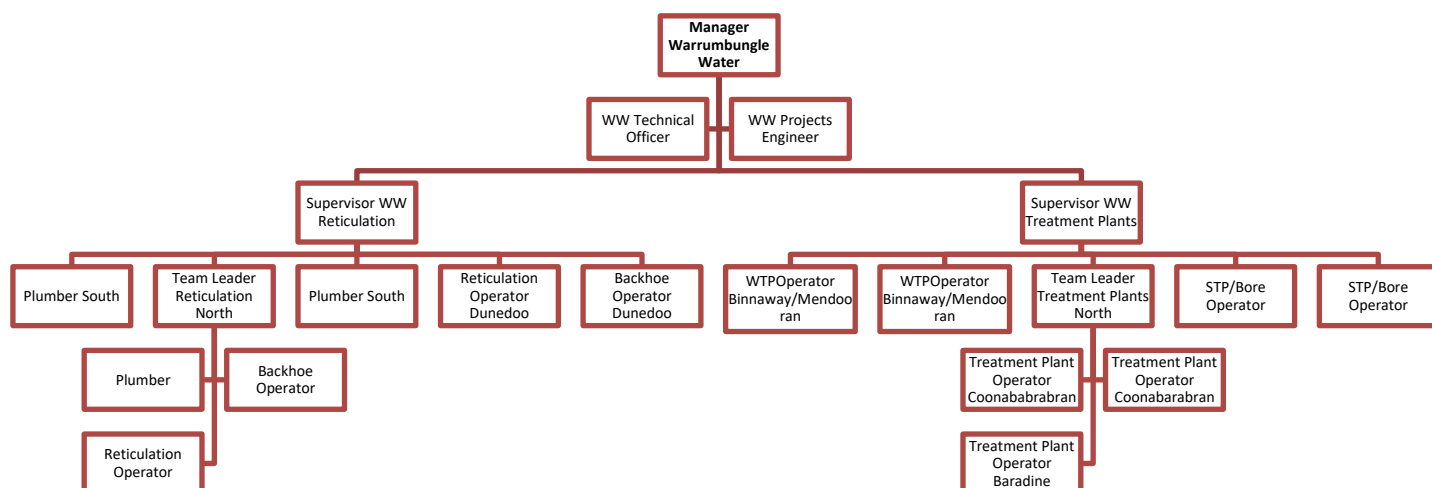
ESSENTIAL REQUIREMENTS

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Degree qualified as a civil, process, chemical engineer or similar with either experience in delivering water and sewer projects or strong desire to start a career as a water engineering professional
- 4 In-depth understanding of project management principles and processes
- 5 Demonstrated experience in project management with knowledge of project construction and contract management and tender evaluation procedures
- 6 Demonstrated experience managing time, cost and risk while meeting stated objectives and project goals
- 7 Ability and experience in large projects, including development of comprehensive project plans, charters and business cases
- 8 In depth understanding of risk management and its role in managing project fundamentals such as time, cost, quality, safety and the environment
- 9 Strong communication and organisation skills including demonstrated ability to communicate effectively with all stakeholders
- 10 Class C Driver's Licence

DESIRABLE REQUIREMENTS

- 1 OHS Construction Induction Certificate valid in NSW
- 2 Understanding of water and sewage treatment principles as well as water reticulation and sewage collection networks
- 3 Understanding of asset management principles
- 4 Knowledge of the Local Government Act





DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

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, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

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. Refer to the next section for further information about the focus capabilities.

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

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none">• Is flexible, showing initiative and responding quickly to change• Accepts changed priorities and decisions and works to make the most of them• Gives frank and honest feedback / advice• Listens when challenged and seeks to understand criticisms before responding• Raises and works through challenging issues and seeks alternatives• Stays calm and acts constructively under pressure and in difficult situations
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none">• Tailors content, pitch and style of communication to the needs and level of understanding of the audience• Clearly explains complex concepts and technical information• Adjusts style and approach flexibly for different audiences• Actively listens and encourages others to provide input• Writes fluently and persuasively in a range of styles and formats
Results Plan and Prioritise	Adept	<ul style="list-style-type: none">• Consults on and delivers team/unit goals and plans, with clear performance measures• Takes into account organisational objectives when setting and reviewing team priorities and projects• Scopes and manages projects effectively, including budgets, resources and timelines• Manages risks effectively, minimising the impacts of variances from project plans• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none">• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers• Delivers open, transparent, competitive and effective procurement processes• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met• Takes appropriate actions to manage and mitigate procurement and contract management risks

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum. Under the Paid Parental

Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Performance Agreement

In accordance with Clause 10 of the Local Government (State) Award a performance agreement will be established between the employee and the Council. Targets will be developed and assessed from time to time but at the minimum of at least annually.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position currently has no health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements. *Council's Health Monitoring Procedure is currently under review.*

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached.

Camera surveillance and GPS tracking is continuous and ongoing.