

## POSITION DESCRIPTION

<b>Position Title</b>	Project Engineer
<b>Position No.</b>	325
<b>Position Status</b>	Permanent Full-Time
<b>Business Unit</b>	Assets and Projects
<b>Division</b>	Built and Natural Environment
<b>Classification</b>	Band 7
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	March 2021
<b>Approved By</b>	General Manager Built and Natural Environment

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution-oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

The Project Engineer is responsible for managing Capital Projects to ensure the conceptual design, development, tender process, and construction is completed efficiently and compliant with legislative, statutory, community and Council requirements.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Coordinator Projects
<b>Supervises</b>	NIL
<b>Internal Liaisons</b>	All Council staff
<b>External Liaisons</b>	Ratepayers, Public authorities, Consultants, Surveyors, Contractors Community Representatives and organisations

## **DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Accountability and Extent of Authority**

- Make decisions relevant to Council's Capital Projects within delegated authority.
- Communicate with consultants and contractors to achieve adopted outcomes.
- Deliver projects to achieve desired economic, environmental and social outcomes.

### **Judgement and Decision Making**

- Evaluate situations and decide on appropriate action to achieve outcomes with minimum adverse impact on budget.
- Guidance and advice is usually available.
- Authorise contractors to perform alterations, additions or extras within delegated authority.

### **Specialist Knowledge and Skills**

- Report writing skills.
- Knowledge and experience in civil engineering/municipal construction and maintenance techniques and procedures.
- Ability to communicate clearly both verbally and in writing at a high level.
- Ability to prepare specifications and manage contracts.
- Strong computer skills.
- Ability to effectively report projects financial, technical and progress status.
- Skills in preparing accurate project programs.

### **Management Skills**

- Ability to achieve objectives within adopted timeframes and budget.
- Excellent personal negotiation skills to gain stakeholder support and agreement on project outcomes.
- Ability to negotiate with consultants, contractors and other organisations to achieve desired outcomes within delegated authority.
- Skills in setting priorities and organising one's own work schedule.

### **Interpersonal Skills**

- Ability to gain cooperation and assistance from other staff, contractors and clients.
- Ability to discuss, negotiate and resolve problems.

- Ability to deal with staff members, ratepayers and other persons in a courteous manner.

**Qualifications and Experience**

- Relevant engineering qualifications.
- High level experience in preparing specifications and managing contracts.
- Several years' experience in structural/civil/municipal construction and maintenance work.
- Current drivers licence.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

- Current drivers licence.

## PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

## OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

## SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## POSITION SPECIFIC - RESPONSIBILITIES

- Prepare construction schedule for the allocated projects.
- Tender, deliver and complete projects as per the construction schedule in accordance with CPIs.

