

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Project Engineer
Classification:	Band 6
Business Unit:	Infrastructure
Reports To:	Project Manager
External Liaisons:	Contractors Catchment Management Authority Members of the Public / Community Other Government and Non-Government Organisations External Consultants, Utility and other service providers

Position Summary

- Carryout feasibility studies/survey, prepare engineering designs and costing together with project management plan and strategies, in relation to Council and community infrastructure and transport needs, and to translate these into programs and priorities to deliver in the orderly and efficient development and maintenance of infrastructure within the municipality.
- Responsible for the formulation of periodical regulatory reporting as may be required associated with the operation of council infrastructure, including but not limited to Airports and Waste Transfer Stations.

Key Responsibilities

Infrastructure and Planning

- Liaise with infrastructure service authorities to ensure coordinated planning of both newly-developing areas, as well as updating and replacement programs in existing areas.
- Assist in the preparation of priority lists for grant applications for infrastructure provision.
- Assist in the management and coordination of grant application processes.
- Prepare in the development of programs to assist in the prioritising of infrastructure needs for translation into Council's annual and ongoing capital works and maintenance programs (including a program for separate rates schemes).
- Organise detailed designs investigations as required.
- Collect data from external and Council sources for asset management programs and produce output reports as required.

Contract and Project Management / Supervision

- Preparation, supervision and administration of various contracts including specification and tender document preparation as per Council's procurement policy.
- Project Management of assigned projects effectively as per project management plan within the time and budget.
- Effectively utilise the Council's procurement policy to procure the resources, goods, services and works to the Council on the basis for obtaining best "Value for Money".
- Project budget monitoring and controlling and process interim and final variations as stated in the council's procurement policy.
- Coordinate with all relevant project stakeholders including local community for successful delivery of the project.
- Manage special civil infrastructure projects as required.
- Plan, prioritise, organise and manage own time and achieve targets within a set timetable and budget.
- Coordinate and supervise external contractors and depot construction crew to undertake works for various projects as directed.
- Effectively manage the project budget in the Council financial management system (Civica).

Achievement of Budget Objectives

- Assist in the Preparation of draft operational budgets for Council's capital works and maintenance including feasibility study, design, and cost estimation and develop business cases as directed by the Manager.
- Maintain accurate administrative records and documents in the council's document system (trim).
- Assist and guide project engineers in planning a project in Civica (cashflow).
- Assist Manager Asset in monitoring capital works programme and help ensure successful delivery.
- Assist Manager Assets in various reporting – internal/external. Assist in preparing a streamline process using various Council tools.

Engineering Survey and Design

- Carry out Engineering Survey in an accurate and efficient manner.
- Review of project designs internally within the team and external consultant's designs and technical specifications.
- Ability to use survey instruments including total station, GPS and levelling instruments.
- Produce accurate Civil Engineering designs/drawings using AutoCAD/Civil 3D in an efficient manner according to schedules, current engineering standards, specifications, asset management principles and guidelines.

- Carry out Dial Before You Dig investigations and provide utility services information.
- Coordinate with internal and external departments to develop the design.
- Investigation and analytical skills to develop the detailed design, technical specification and construction methodology to meet the project scope.
- Organise community consultation and discussion process in the design development process.
- Carry out construction set-out and level control for various projects.
- Prepare the as built information to meet the council's asset management requirement.

Policy Development and Implementation

- Assist in the identification of high priority objectives and policies for the Unit, and prepare implementation plans in consultation with the Unit as appropriate.

Accountability and Extent of Authority

This position is directly responsible to the Manager Assets to:

- Deliver outcomes/outputs according to project management plans and within budget. Potential problems should where possible, be anticipated, analysed and reported to Manager Assets to ensure as far as practicable, 'no surprises'.
- Behave at all times in a manner which is just, equitable and ethical.
- Ensuring a high level of customer service on strategic infrastructure issues.
- Representing Council on nominated working groups and community groups.
- Delivery of outcomes according to plans, timeframes, and within budget.
- Efficient and effective management of employees, budget, external contractors and consultants, and Council resources engaged to the Unit.
- Provide timely and professional specialist advice.
- Accountable for the accuracy, technical soundness, quality and timeliness of all plans and reports produced, and all advice given, including its conformity with Council policies and standards.
- Commit to and adhere with Council's Child Safe Requirements.

Judgement and Decision Making

- The objectives of the work are usually well-defined and developed through the application of theory and/or precedent.
- Make recommendations on work priorities and visual on-site assessments.
- Sound judgement is required to assess pavement, geometry design, traffic assessment and other road side infrastructures (kerb & channel, footpath, cycle ways, pram access, disability access, parking, etc.) in accordance with standards conditions and recommend the necessary treatments required to preserve Council's road assets.
- Decisions of a non-routine or politically-sensitive nature must be referred to the

Manager Assets, with guidance and advice usually available within the time necessary to make such decisions.

Specialist Skills and Knowledge

- A proficiency in the application of theoretical principles of road drainage, surfacing, road pavements, geometry design, traffic assessment and other road side infrastructures (kerb & channel, footpath, cycle ways, pram access, disability access, parking, etc.) in accordance with standards.
- A sound knowledge in civil infrastructure design and AutoCAD/Civil 3D technical drafting skills.
- Highly developed analytical and investigative skills.
- Analyse, comprehend and research data.
- Utilise council's asset management data system for design, investigation, permits and budget preparation and provide information and updates to asset department related to the projects and changes as requested asset documenting format.
- Assist in the preparation of the draft annual Budget for the Unit.
- Provide the engineering assessment for timber harvest operations and permits including planning, building, National Heavy Vehicle and engineering planning referrals.
- Knowledge and practical experience in computer software including word processing, spreadsheets, Microsoft project management and desk top publishing and other software.

Management Skills

- Effectively plan, organise and manage own time and achieve targets within a set timetable.
- Establish a rapport and gain cooperation of other members of staff, and be part of a customer-focused team.
- Understand the Council's personnel practices including Equal Employment Opportunity and Occupational Health and Safety.

Interpersonal Skills

- Verbal communication skills of an order sufficient to effectively:
 - Establish rapport and gain the cooperation of customers and other members of staff;
 - Liaise with customers and external consultants/contractors;
 - Liaise with counterparts within the industry and all levels of Council staff to exchange views and resolve problems; and

- Assist in identifying high priority objectives and policies for the Unit and prepare implementation plans in consultation with the Unit as appropriate.
- Written communication skills of an order sufficient to effectively:
 - Prepare reports to Council as required;
 - Assist in the drafting of management and implementation plans as required; and
 - Respond to customer enquiries regarding general Council policies, procedures and programs relating to the position.
- Supervise staff effectively; (depot construction crew and external consultants and contractors).
- Liaise with counterparts in other organisations to discuss specialist matters; and within the organisation, to discuss and resolve intra-organisational problems.

Qualifications and experience

- Degree in Civil Engineering or similar;
- More than 10 years' experience in a Local Government authority or the private sector in road and drainage works and maintenance;
- Substantial experience in contract management, managing Contractors & Consultants;
- Experience in preparing business cases for infrastructure;
- Current Victorian Driver's Licence.

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement;
 - Child Safe Standards; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community.
- Responsible for ensuring the security of Council's assets under the Officer's control.

- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- Tertiary qualification in Civil Engineering is desirable with project management experience.
- Knowledge in Civil infrastructure designs including Road and drainage design, construction and maintenance techniques to apply council's capital and maintenance works program.
- Broad range of computer skills including AutoCAD/Civil 3D conduct total station surveys and Microsoft applications to undertake engineering design works.
- Proven contract and project management skills to manage significant contracts simultaneously.
- Demonstrated capacity to effectively plan, organise and manage own time, and that of others, to achieve targets within set timelines.
- Well-developed written and verbal communication skills.
- Current Victorian drivers licence (ability to drive a manual vehicle) is essential.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Key Objectives and Outcomes

- To effectively and efficiently design, deliver and project/contract manage the construction of the council's capital works and maintenance programs including the provision of advice and response on all planning for infrastructure and associated activities within Council's operations.
 - To provide expert technical engineering advice to Asset Manager regarding any ongoing operations or works, this may include participating in formal engineering HAZOP reviews.
 - To provide high quality professional services relating to liaison/consultation towards co-ordinated and planned project management activities for the council's capital works and maintenance programs.
 - Be self-motivated, proactive, keeps up to date with latest engineering standards & techniques and ensure that all projects and services delivered to meet corporate objectives, organisational goals, time and budget considerations and high standards of engineering and service delivery to the community.
 - Implement and also help spread a culture of good practices in project management within Council.
 - Be complete in-charge of projects and ensure successful delivery.
 - Collect all relevant data (have systems in place) to compile internal/external reporting requirements.
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