



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Project Engineer**

REPORTS TO: Infrastructure Planning Coordinator

DIRECTORATE: Infrastructure Services

BRANCH: Works

CLASSIFICATION: Grade 9/11 (dependent on skills & experience)

STAFF: Nil

CONTACTS:	Internal	External
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations

POSITION OBJECTIVE:

To deliver high level engineering technical services in the planning, design, contract management, construction and maintenance of infrastructure and other civil works for the Works Team and the Infrastructure Services Directorate for Council road, drainage, bridges, traffic and other associated Council assets.

ORGANISATION VALUES:

You will demonstrate the Byron Shire Council’s Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Undertake / manage the following activities for the individual projects delivered by Council resources;
 - desktop assessments
 - concept designs
 - preconstruction activities
 - set up of work order, project file and Reflect planned works number
 - electronic collection of data for GIS layers
 - site survey
 - location of services
 - geotechnical testing
 - road pavement design
 - geometric design from concept to draft final to final IFC (issued for construction) plans
 - Referral to local traffic committee, if required.
 - Ecological assessment
 - environmental planning and assessment
 - construction methodology
 - cost estimate
 - project approval
 - early ordering of materials
 - preparation of job package for internal staff delivery
 - preparation of tender documents for delivery by formal contract
 - respond to customer enquiries regarding individual projects and the overall program.
- Undertake work using Council's computer network / document management system.
- Procurement in accordance with Council's Purchasing and Tender Guide.
- Financial management of projects in the preconstruction phase.
- Provide information for regular updates of project information on Council website.
- Prepare specifications, contract documents or quotations, as required, for the supply of materials or execution of works, analyse tenders and report recommendations thereon.
- Undertake / manage directly formal construction contracts and or be the client representative for formal construction contracts.
- Prepare estimates, evaluate project costs and provide historical costs for future estimating.
- Carry out specific technical analysis for complex situations.
- Ensure all relevant legislation is complied with, public risk is minimised and due diligence is exercised using a risk management approach to deliver road maintenance activities and to develop programs of work for capital projects.
- Respond to customer correspondence in a timely manner and in accordance with Council's corporate guidelines.
- Investigate problems as they occur, propose solutions with respect to customer complaints and emergencies.
- Establish productive working relationships with professional groups, government departments and authorities, individuals, etc., external to the organisation whose activities have significance for Council's operations in the area of construction and maintenance services.
- Other infrastructure planning activities associated with traffic engineering; stormwater and flooding; roads; bridges; and other Council assets.
- Assist the Infrastructure Planning Coordinator to achieve key activities schedule.

- Other duties as directed within the Works Team.

Financial Management

- Ensure that compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Develop individual project budgets and assist with development of annual program budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.
- Participate in and assist to develop a teamwork approach within Infrastructure Planning and the broader Works Team to ensure quality service outputs and team harmony.
- Provide professional leadership and direction for staff in accordance with the principles of Equal Employment Opportunity, and corporate policies.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.
- Ensure compliance with and provide feedback on developed Work Health and Safety systems for all activities related to roads and bridges.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

- Degree in Civil Engineering.
- Eligible for membership to the Institution of Engineers, Australia.
- Class C Drivers licence.
- WorkCover Construction Induction Certificate.

CIVIL LIABILITIES:

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above and involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

EXPERIENCE:

- Infrastructure planning experience in traffic engineering, roads, bridges, stormwater and associated transport assets
- Experience in project planning, budgeting, cost management and forecasting.
- Experience in managing people and in achieving successful outcomes.

KNOWLEDGE:

- Working knowledge of construction projects, contracts and practices.
- Knowledge of project, contract and consultancy management principles and practices.
- Experience in aspects of community consultation.
- Knowledge of Roads Act, Local Government Act, Regulations & procedures.
- Knowledge of WHS & Environmental legislation

COMPETENCIES:

Demonstrated ability to;

- Preparing estimates for a wide range of projects and maintenance activities
- Producing high quality written documentation.
- Negotiating and resolving conflict.
- Producing quality work within agreed timeframes in an environment of community consultation and collective decision making.
- Undertaking detailed analysis of multi-faceted problems and make recommendations on planning and management options and technical solutions.
- Applying competent budget, financial and time management skills.
- Computer literate within a Windows environment including Microsoft Project.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Applying high level interpersonal skills including the ability to communicate both in writing and verbally.
- Working independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Risk management of assets to minimise impacts to the community.
- Analyse issues and provide well-researched engineering technical advice and recommendations.
- Participate as an effective team member within the immediate work team and to participate in the corporate environment.

SELECTION CRITERIA

Essential Criteria

- Degree in Civil Engineering or equivalent qualification and relevant experience.
- Demonstrated Infrastructure planning experience in traffic engineering, roads, bridges, stormwater and associated transport assets.
- Demonstrated experience with construction projects, contracts and practices, including project planning, budgeting, cost management, forecasting & tendering.
- Recent relevant experience in site supervision and/or contract administration.
- Sound knowledge of Work Health and Safety requirements, environmental legislation and the Local Government Act, Regulations & procedures
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Well-developed written and verbal communication and conflict resolution skills.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current driver’s licence Class C.
- Workcover General Induction for Construction Work in NSW.

Preferred Criteria

- Sound problem solving and analytical skills with the ability to prepare well-researched technical advice and recommendations.
- Demonstrated ability in the use and application of computer software for engineering design and project management.
- Knowledge of risk management principles and the REFLECT software system.
- Eligibility for graduate membership of the Institution of Engineers, Australia.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Infrastructure Planning Coordinator

SIGNATURE: _____