

## POSITION DESCRIPTION

### Environmental and Open Spaces Projects Engineer

<b>POSITION NUMBER</b>	3164 / 3188 / 3229
<b>DIRECTORATE</b>	Assets and Infrastructure
<b>SECTION</b>	Project Delivery
<b>REPORTS TO</b>	Coordinator Environmental & Open Space Projects
<b>DIRECT REPORTS</b>	Nil
<b>GRADE</b>	14
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	October 2017
<b>DATE LAST UPDATED</b>	April 2019

#### 1. PURPOSE OF THE POSITION

The purpose of this position is to identify, implement and oversee the construction of key environmental and open space projects listed in the Community Strategic Plan and Operational Plan.

#### 2. KEY ACCOUNTABILITIES

- 1.1 Identify and supervise key environmental and open space projects lists in the Community Strategic Plan and Operational Plan.
- 1.2 Prepare consultancy briefs, develop Tender and / or Request for Quotation documentation, project manage consultants and/or contractors (including budget, processing progress claims, construction programs and project timetables, service delivery and general contract administration) to ensure outcomes are achieved and procurement processes are adhered to.
- 1.3 Seek out and apply for grant funding for key environmental and open space projects listed Community Strategic Plan and Operational Plan.
- 1.4 Undertake public consultation and participation in Council's environmental and open space projects project delivery programme.
- 1.5 Develop innovative and practical solutions to complex and potentially sensitive environmental and open space projects matters.
- 1.6 Any other duties as directed by the Coordinator Environmental & Open Space Projects and/or Manager Project Delivery.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Polices, Guidelines and Procedures

### 7. CUSTOMERS

- 7.1. Provide effective service to Council customers and the community
- 7.2. Provide effective service to internal customers
- 7.3. Present a positive image of Council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. SELECTION CRITERIA

#### **Qualifications, Certificates & Licences**

- 9.1 Tertiary qualifications in environmental engineering, environmental science or related field; landscape architecture or equivalent experience
- 9.2 Class C Drivers Licence
- 9.3. Construction Induction (White Card)

#### **Essential**

- 9.4 Extensive experience in environmental and open space project management with comprehensive knowledge of construction techniques and methods for delivering open space and environmental projects
- 9.5 Demonstrated experience in budget and contract administration.
- 9.6 Demonstrated experience in engaging stakeholders and the community
- 9.7 Demonstrated effective verbal and written communication skills, including the ability to draft correspondence and reports.
- 9.8 Demonstrated working knowledge of appropriate Australian Standards, relevant NSW Legislation and

NSW State Government Policies, Technical Directions and Guidelines.

9.9 Proven experience in Risk Management

9.10 Demonstrated knowledge of Work Health and Safety Legislation

**EMPLOYEE ONLY**

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDICAL ASSESSMENT (People and Culture Use Only)**

PP1 - Comprehensive pre-employment medical assessment excluding physio with drug and alcohol test