



Position Description

POSITION TITLE:	Project Engineer
REPORTS TO:	Director Assets & Infrastructure Services
LOCATION:	Administration Centre
WORK AREA:	Kyogle Local Government Area
SALARY SYSTEM GRADE:	Grade 8
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position (purpose / objective of the position)

To assist the Director Assets & infrastructure Services to achieve work goals that align with Council budget, objectives and compliance with all relevant legislative and Council requirements. The role is focused on the delivery of project management and contract management services across all functions of the department.

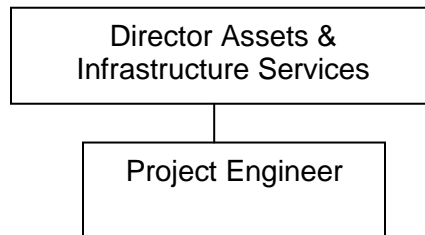
Award Provisions

Award:	Local Government (State) Award 2017
Award Grade:	Band 3 Level 2
Allowances:	Civil Liability Allowance

Organisational Relationships:
(the type of client/customer/community relationships that are critical to the effective functioning of the job)

WITHIN DEPARTMENT:	Director Assets & Infrastructure Services Technical and Professional Staff Operational Staff
WITHIN COUNCIL	Professional, Technical and Operational Staff
EXTERNAL TO COUNCIL <i>(e.g. community, business & other government)</i>	Government Departments Local Businesses and Suppliers Contractors and Consultants

Organisational Chart: *(Direct reporting relationships)*



Functions of the Assets & Infrastructure Department;

- Emergency Services
- Roads and Bridges
- RMS Contract Works
- Quarries
- Project Design & Management
- GIS & Technical Services
- Water Supply
- Sewerage Services
- Asset Management
- Stormwater and Flood Management
- Parks Gardens and Cemeteries
- Facilities Maintenance
- Plant, Fleet and Depots (including stores)
- Aquatic Centre Management

Schedule of Duties

General

- Conform with legislative requirements and council policies for all activities undertaken.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant safety standards and Council Policy.
- Assist with the formulation of Safe Work Method Statements and operational procedures for tasks associated with the functions of the Assets & Infrastructure Department.
- Further develop Council's risk management systems to minimise risk and liability for injury to staff and the public.
- Provide reports to, liaise with and attend meetings of Council Committees relating to the scope of position.
- Project a courteous and helpful image to the community at all times. Monitor customer requests and ensure responses are in accordance with council policies.





Role Specific

- Provide Project Management and Contract Management services for the Assets and Infrastructure Services Department
- Plan and program capital works activities related to the functions of the department
- Prepare contracts, tenders and specifications for the department.
- Prepare project plans, estimates and job packages for the department
- Prepare applications and manage external grant funding for the department
- Assist in the delivery of contract road maintenance services on behalf on the Roads and Maritime Services
- Assist in the provision of survey and design services for the department
- Assist Councils Development Management Panel on technical issues as required.
- Assist in asset management system data collection, storage and reporting services for Council
- Assist with the development of strategic plans relevant to the department
- Contribute to the overall management of the organisation.
- Other duties as directed by the Director Assets & Infrastructure Services

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: “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 <https://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	Advanced
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	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 Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<p>Results Deliver Results</p>	<p>Advanced</p>	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
<p>Resources Finance</p>	<p>Adept</p>	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

Essential and Desirable Criteria

Essential:

- Degree qualifications in civil engineering or equivalent related discipline.
- Experience in preparation of contract documentation and specifications.
- Experience in project management and supervision of contractors
- Experience in Civil Engineering Survey and Design.
- Experience in preparation and presentation of technical reports and submissions.
- Strong working knowledge of legislation relating to road and transport services, water and sewer operations, asset management, and contract management.
- Proficiency in the use of Microsoft Office and communication systems.
- Well developed communication skills, including oral and written
- Ability to work with minimal direct supervision
- Ability to deal with a range of customers in a courteous and professional manner.
- Well developed analytical skills.
- Work Health and Safety WorkCover General Induction ticket
- Drivers Licence Class C
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to work practices

Desirable:

- Experience in Local Government
- Experience in asset management and use of asset management systems
- Experience in road and bridge infrastructure design and construction
- Experience in operations of water and sewerage infrastructure.
- Experience in the use of geographical information systems
- Experience in Development Assessment
- Possess a Confined Spaces ticket.

Verification of Qualifications

Guidelines:

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications, written permission must be given to Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

Job Specific Skills and Performance Standards Required

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

Skills	Performance Standard Required
Entry Level	
Answer and process general enquiries/requests on relevant issues.	<ul style="list-style-type: none"> • Answers/requests for action or information are handled assertively and diplomatically using correct protocols, and confidentiality is maintained where appropriate. • Accurate information is recorded or relayed to provide the service requested. • All processes involved are carried out within the agreed Council timeframes.
Undertake and observe employment conditions and Council Human Resources Policy and procedures	<ul style="list-style-type: none"> • Able to interpret regularly used employment conditions, policies and procedures • Adheres to Employment Conditions and Council Policies and Procedures. • Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.
Plan and program capital works programs.	<ul style="list-style-type: none"> • Activities are undertaken in a systematic and cost effective manner. • All work carried out is performed in an acceptable manner. • Council policies and procedures are followed. • Work is carried out within budget. • Work is undertaken in accordance with approved program. • Periodical inspections are undertaken in accordance with established programs • Network condition is known and target levels of service are measured and monitored.
Written Correspondence	<ul style="list-style-type: none"> • Provides replies to correspondence within area of expertise and delegation. • Presents information in a clear and concise way. • Text in correspondence uses clear and concise language. • Spelling, punctuation and grammar are correct.
Purchasing and Internal Control	<ul style="list-style-type: none"> • Purchases are undertaken in line with Council's purchasing policies and procedures. • Is aware of Council's internal control policies and procedures. • Breaches of internal control are reported to the appropriate personnel. • Negotiates prices and arranges the delivery of goods and services with suppliers. • Correct job numbers and account codes for purchases are recorded.

Skills	Performance Standard Required
Problem Solving	<ul style="list-style-type: none"> • Develops practical solutions to daily work issues. • Applies a range of problem solving strategies. • Shows independence and initiative in identifying problems and solving them.
Implement Records/Information Management	<ul style="list-style-type: none"> • Maintains accurate records for work purposes. • Files materials accurately and according to Council's records management policies and procedures.
Use of Technology	<ul style="list-style-type: none"> • Able to apply basic organisational software packages (eg. Microsoft Word, Excel, Outlook) to facilitate work. • Understands job specific software to facilitate work.
Operate a motor vehicle	<ul style="list-style-type: none"> • Possesses a relevant motor vehicle licence. • Able to demonstrate a safe track record in driving.
Step 1	
Asset Management	<ul style="list-style-type: none"> • Assesses current asset management activities against best practice. • Ensures asset information systems are fit for purpose and adequately resourced. • Ensures that asset management system data is kept up to date and current, and that processes are in place for the collection, storage and reporting of asset data. • Assists in developing asset management strategies to meet Council's specific objectives for management of assets • Assists in developing plans which enable Council to know their immediate, medium and long term asset management requirements.
Prepares contracts, tenders and specification	<ul style="list-style-type: none"> • Tenders are prepared on behalf of Council for Roads and Maritime Services and other funded works. • Contract, tender and specification documentation is accurate, clear and concise. • Tender documentation and specifications are prepared in accordance with Council's requirements for contract work as contained in Council's Capital Works Programs. • Oversees the receipt, reporting and acceptance of tenders and subsequent project supervision.
Report Writing	<ul style="list-style-type: none"> • Reports are prepared for Council on appropriate matters when required. • Reports are clear and concise. • Reports are prepared within agreed timeframes and to the required format.
Construction Activities	<ul style="list-style-type: none"> • Materials, equipment and other daily construction activity resources are determined. • Assesses and explores construction techniques to ensure optimal results. • Monitors compliance with safety, environment and quality requirements for projects • Keeps up to date with changing technology and practices.

Skills	Performance Standard Required
Risk Management and Problem Solving	<ul style="list-style-type: none"> • Identifies and classifies possible sources of risk. • Identifies problems proactively and puts in place appropriate strategies to mitigate them. • Negotiates with multiple stakeholders where appropriate to solve issues. • Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.
Survey Design and Geographical Information Systems	<ul style="list-style-type: none"> • Equipment is operated according to manufacturer's specification, statutory and organisational guidelines. • Measurements are validated and recorded in accordance with the project specifications. • Measured spatial data is reduced to project spatial reference system for comparison against design. • Inconsistencies in information are identified
Step 2	
Project Management	<ul style="list-style-type: none"> • Prepares project plans. • Monitors project plans and contract and reviews and amends as appropriate. • Project progress is reported in relation to agreed milestones to provide a measure of performance throughout the life of the project. • Monitors all activities so they are of a professional standard that conforms with plans, specifications and relevant standards.
Contract Management	<ul style="list-style-type: none"> • Prepares of contract documents and specifications in line with council's policies and procedures. • Contracts incorporate WHS, environmental and quality control requirements. • Briefs, selects, engages and manages contractors/ consultants to undertake work. • Contracts are developed which are auditable in terms of scope of work, performance, deliverables, probity, fairness and value for money. • Progress is monitored so quality standards are being achieved and maintained. • Performance against contractual outcomes is monitored to assess progress in achieving contractual targets. • Unsatisfactory performance is identified and prompt action to rectify the situation is taken.

Skills	Performance Standard Required
Prepare Project Estimates and Submit Grant Applications	<ul style="list-style-type: none"> • All available information is obtained to allow preparation of cost estimates or to complete grant application. • Project specifications and design requirements are identified. • Scope of the job is defined by review of objectives and internal and external stakeholder consultation. • Appropriate personnel are consulted for input into the estimate and grant application process. • Resource requirements to complete the works are identified. • Estimates are detailed in accordance with established procedures and requirements, balancing time, cost, quality and quantity against project specifications. • Grant submission is prepared according to identified format and organisational requirements • Associated information used in preparing the estimate or application is collated and prepared in an appropriate format.
Provide Quality and Timely Advice to Council	<ul style="list-style-type: none"> • Legislative requirements pertaining to all operations are regularly monitored and their implications analysed. • Council is formally advised of its legislative responsibilities and obligations in a timely manner. • The implications of trends and developments likely to affect the engineering works and quarry operation function are assessed and evaluated and reported to Council. • Responses to questions or requests for information from Council/Councillors are researched and provided to council in a timely manner.
Use of Technology	<ul style="list-style-type: none"> • Able to competently utilise asset management software to facilitate work. • Able to instruct others in use of software functions. • Able to produce reports and information outputs to a high standard.
Problem Solving and Conflict Resolution	<ul style="list-style-type: none"> • Develops creative, innovative solutions to work issues. • Applies a range of problem solving skills to enable resolution of issues without contravening any statutes, regulation or Council policies.
Assists with Management of Council's Infrastructure	<ul style="list-style-type: none"> • Activities are assessed against best practice options to identify strengths and weaknesses. • Has input into the how to achieve organisational objectives for management of infrastructure. • Has input into the development of strategies, and other corporate plans to meet Council's specific objectives for management of infrastructure. • Assists with determining resourcing requirements.

Skills	Performance Standard Required
Step 3	
Develop and Apply Knowledge	<ul style="list-style-type: none"> • Keeps up to date with advances in the area of expertise and what is happening in related industries. • Distributes information to other staff regarding developments in the work area. • Has a wide and practical understanding of the operation of road construction, bridge, footpaths and drainage assets. • Apply knowledge successfully in the implementation of safety, environmental, risk and quality assurance systems. • Uses knowledge to keep operators and other staff up to date with the any changes needed in work practices.
Project management	<ul style="list-style-type: none"> • Is able to give advice on appropriate ways to undertake a project including costings, time, equipment and materials. • Disagreements and disputes are resolved to the satisfaction of stakeholders. • Consultation mechanisms are identified and stakeholders are regularly consulted to discuss progress and ensure effective outcomes. • Significant judgment is applied in the analysis of project outcomes against specifications, performance standards and project objectives, and reported to stakeholders.
Assist in the development and improvement of Policies and Procedures	<ul style="list-style-type: none"> • Identifies the need for a new policy or procedure. • Facilitates the development of policies and procedures. • Ensures the implementation of new policies and procedures. • Provides practical strategic advice on the effectiveness of and substantive modifications to council policies in relation to engineering construction activities.
Prepares complex reports and written correspondence	<ul style="list-style-type: none"> • Prepares a range of written correspondence that meets the needs of complex situations. • Prepares material for use by the public that explains clearly and succinctly Council policies.
Complex problem solving and conflict resolution	<ul style="list-style-type: none"> • Develops creative, innovative solutions to complex work issues. • Shows independence and initiative in identifying problems and solving them. • Applies a wide range of problem solving skills to enable resolution of issues without contravening any statutes, regulations or Council policies.
Quality customer service	<ul style="list-style-type: none"> • The needs of the customers are researched, understood and assessed and included in the planning process. • Staff are mentored to enable them to meet customer service standards. • Customer feedback is sought and used to improve the provision of services. • Resources are used effectively and efficiently to provide quality products and services to customers

Skills	Performance Standard Required
Step 4	
Undertake process improvement	<ul style="list-style-type: none"> • Processes are monitored and inconsistencies are identified by comparing processes for similar tasks. • Ideas for improvement are given prompt consideration and feedback to maximise possible benefits. • Ideas are discussed and evaluated with staff to determine viability. • Ideas are assessed against existing practice, precedent and any legislative or Council restrictions. • Judgment is used on the assessment of ideas. • Staff are involved so that all aspects can be considered. • Regular opportunities are provided to consider alternative approaches to process improvement. • Change is monitored to see that anticipated benefits are realised. • All areas affected by change are advised promptly to minimise disruption and encourage commitment.
Project financial management	<ul style="list-style-type: none"> • Project financial analysis is undertaken to assess costs and productivity. • Provides financial trend information for budget development. • Provides input into future budget requirements.
Strategic Planning	<ul style="list-style-type: none"> • Objectives are developed in line with the overall organisation’s vision and mission. • Changes in the wider community are identified, discussed and documented. • Organisation resources are discussed and documented. • Outcomes of what is to be achieved are identified and documented. • Objectives for key aspects of outcomes are developed and drafted. • Outcomes and objectives are reviewed and endorsed by management and the Council. • Strategies and action plans are developed which take into account special factors which may affect success, finances and human resources. • Strategies and action plans are reviewed and endorsed by management and the Council. • Review and evaluation of the plan into the future is agreed and documented.
Provides advice and assistance with Council’s Development Management Panel	<ul style="list-style-type: none"> • Developments are assessed in accordance with legislation and council’s requirements within time limits as specified. • Provides development assessment advices on infrastructure upgrade requirements attributable to new development. • Prepare development assessment asset management reports.
Policy Development and Implementation	<ul style="list-style-type: none"> • Designs Council policies in relation to the departments issues. • Undertakes appropriate research and documents it in accordance with organisational policies and procedures. • Develops policies which reflect the culture, values and objectives of the organisation. • Includes resourcing implications of implementation and review mechanisms in policies.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Project Engineer on _____(date)

Signed: _____

Date: _____