



Carrathool Shire Council

POSITION DESCRIPTION

Project Engineer

DIRECTORATE	INFRASTRUCTURE SERVICES
REPORTS TO	MANAGER INFRASTRUCTURE SERVICE
CLASSIFICATION	BAND 3 LEVEL 4
GRADE WITHIN SALARY STRUCTURE	24
STATUS OF EMPLOYMENT	PERMANENT FULL TIME
HOURS OF WORK	38
POSITION CODE	4230
DATE APPROVED	1 JANUARY 2020

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

To provide designs, plans, and estimates for the construction of Civil Works, liaise with public authorities, inter-departments, and external consultants, carry out land and engineering surveys and focus on the delivery of project management and contract/or management services across all functions of the department.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide Project Management and Contract Management services for the Infrastructure Services Department
- Undertake detail surveys, designs, and prepare plans for infrastructure design and technical assessment including: -
 - roads;
 - storm water drainage culverts; and
 - other engineering projects as required.
- Undertaking engineering project planning and design to ensure priority needs are addressed.
- Provide support in the preparation of tender documentation and assist in the administering of contracts, including evaluation of progress claims, variation claims, extension of time claims, and performance monitoring.
- Liaise with the Director and Manager Infrastructure Services regarding development of future works programs, status of current works, State and Federal Grant programs, and contract unit rates.
- Develop, update, and maintain operational works programs for the Infrastructure Services department and report to supervisor and other members of team on a regular basis.
- Participate in the development and review of technical specifications for construction and assist in the preparation of project management plans for construction projects.
- Prepare engineering calculations in various fields and undertake traffic count surveys, data recording and reporting.
- Carry out data collections for various infrastructure assets for condition assessment updates to assist planning and use and update Council's GIS to maintain spatial asset information.
- Inspect works in the field to ensure that quality assurance requirements are being achieved.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	• Ensure an efficient, courteous and professional service to internal and external customers at all times. • Always present a positive image of Council.
Governance	• Carry out work in line with relevant legislative requirements, codes, practices, and standards. • Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures. • Take responsibility for and manage own work and contribute to a productive work environment. • Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies. • Ensure accurate and timely record keeping in accordance with Council's requirements
Work Health and Safety	• Perform work in accordance with WHS Legislation and Council's Policies and procedures. • Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor. • Contribute to work health and safety of self and others. • Attend and participate in all training as directed.
Risk Management	• Assist council supervisors and managers in identifying and assessing hazards at the workplace.

	• Be aware of and follow Council's risk management procedures when undertaking tasks or projects. • Do not interfere or misuse any safety device or equipment which has been provided.
Environmental	• Consider the protection of the environment when undertaking Council activities.

Key relationships

Internal	External
Manager Infrastructure Services	TfNSW
All Staff	Contractors

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

Essential requirements

1. Bachelor of Engineering (Civil) or equivalent related discipline or similar experience and eligibility for membership of the Institution of Engineers Australia.
2. Demonstrated high level of written, verbal, and interpersonal communication skills
3. Excellent organisational skills with the ability to apply a high level of knowledge and skills to achieve results in line with department goals.
4. Knowledge and demonstration of project management, contractor supervision and construction processes in relation to civil infrastructure.
5. Knowledge of GPS systems and GPS Survey equipment along with CAD experience (CivilCAD, AutoCAD, etc)
6. Ability to think analytically to solve complex problems and convert theoretical knowledge into practical solutions.
7. Demonstrated customer service and teamwork skills with the ability to build effective working relationships across council and with external service providers as required.
8. WH&S Construction Induction (White) Card
9. Possession of a current Class C Driver's Licence.

Desirable requirements

10. Prepare a Work Zone Traffic Management Plan qualification.
11. Experience in Local Government.
12. Experience in asset management and use of asset management systems.
13. Experience in road and bridge infrastructure design and construction.
14. Experience in operations of water and sewerage infrastructure.

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Advanced	1
	Display Resilience and Adaptability	Advanced	4
	Act with Integrity and Courage	Advanced	3
	Demonstrate Accountability	Advanced	2
 Relationships	Communicate and Engage	Proficient	2
	Community and Customer Focus	Advanced	4
	Work Collaboratively	Advanced	3
	Influence and Negotiate	Advanced	1
 Results	Plan and Prioritise	Advanced	2
	Think and Solve Problems	Advanced	3
	Create and Innovate	Advanced	4
	Deliver Quality Results	Advanced	1
 Resources	Finance	Proficient	3
	Assets and Tools	Intermediate	1
	Technology and Information	Advanced	2
	Procurement and Contracts	Intermediate	4

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Council's Capability framework.

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 a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 Personal Attributes Manage Self	Advanced 	• Demonstrates motivation to serve the community and Council • Initiates team activity on unit / Council projects, challenges and opportunities • Seeks out and accepts challenging assignments and other development opportunities • Translates negative feedback into an opportunity to improve
 Relationships Influence and Negotiate	Advanced 	• Builds and maintains beneficial professional relationships inside and outside the organisation • Makes a positive personal impression and influences others with a fair, ethical and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Engages in active listening, tells the truth, and avoids over-generalisation • Pre-emptes and minimises conflict by working towards mutually beneficial outcomes
 Results Deliver Quality Results	Advanced 	• Uses own professional knowledge and the expertise of others to deliver results • Understands and uses appropriate quality assurance practices • Understands goals and expectations set for him/her and the team and their links to the results to be achieved • Understands the broader context for projects and tasks within the team • Takes responsibility for own work tasks, and mostly completes these with no supervision
 Resources Assets, Tools & Resources	Intermediate 	• Effectively uses a variety of work tools and resources to enhance work products and expand own skills set • Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately • Reports faults or problems with work tools and equipment within appropriate timeframes

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above

Step 1 (Entry Level) Essential Criteria	• Bachelor of Engineering (Civil) or equivalent related discipline or similar experience and eligibility for membership of the Institution of Engineers Australia. • Demonstrated high level of written, verbal, and interpersonal communication skills • Excellent organisational skills with the ability to apply a high level of knowledge and skills to achieve results in line with department goals. • Knowledge and demonstration of project management, contractor supervision and construction processes in relation to civil infrastructure. • Knowledge of GPS systems and GPS Survey equipment along with CAD experience (CivilCAD, AutoCAD, etc) • Ability to think analytically to solve complex problems and convert theoretical knowledge into practical solutions. • Demonstrated customer service and teamwork skills with the ability to build effective working relationships across council and with external service providers as required. • WH&S Construction Induction (White) Card • Possession of a current Class C Driver's Licence.
Step 2	• Prerequisites from Step 1 plus: • Council's general induction completed • Attainment of Qualifications in Traffic Control • Attainment of Prepare Work zone Traffic Management Plan • Demonstrated ability to cost works and develop budgets • Demonstrates Stream 1 Capabilities
Step 3	• Prerequisites from Steps 1 and 2 plus: • Demonstrated knowledge of the area's local road network. • Demonstrated ability to continuously review project progress and provide reports as required • Demonstrated ability to prepare technical specifications for tender documents for Council projects • Prepare project briefs to a satisfactory standard (as required) • Demonstrates Stream 1 and 2 Capabilities
Step 4	• Prerequisites from Steps 1, 2 and 3 plus: • Demonstrated ability to prepare tender submissions for external contracts (i.e. RMS contracts) • Demonstrated ability to budget and financially manage projects to minimise overspend • Demonstrates Stream 1, 2 and 3 Capabilities
Step 5	• Prerequisites from Steps 1, 2, 3 and 4 plus: • Demonstrated ability to relieve in OR partial relief of other more senior roles • Ensure project risk management programs are in place, documented and actively managed • Appropriate short courses in WHS and Risk Management related to construction sites/projects • Demonstrates Stream 1, 2, 3 and 4 Capabilities

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / ____

HR Signature _____ Date ____ / ____ / ____