

Position Description

Position Title:	Project Engineer (Civil)
Business Unit:	Civil Projects
Department:	City Improvement Services
Directorate:	Business, Engineering & Major Projects
Classification:	Band 6
Date:	March 2022
Reports to:	Coordinator Civil Projects
Supervises:	Contractors
Internal Liaison:	Design Engineer, Coordinator, Manager, Stakeholders, Staff
External Liaison:	Community Agencies, Authorities, Contractors, Residents, Community Groups, Consultants, Industry Organisations, Emergency Services, Relevant Government Departments (State, Local, Federal)

1. Position Objectives

The primary objectives of the position are to:

- To ensure the successful delivery of Council civil and transport infrastructure works carried out by contractors, by effectively leading and managing contract requirements, contractors, budget and funding, quality controls, targets and timelines, resourcing, reporting, issues resolution and achievement of high-quality outcomes.
- These works include Council's Capital Improvement Program and more specifically the annual road construction works program, which includes crack sealing, major patching, rehabilitation and resurfacing of local roads.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Infrastructure Works

- Supervise the construction and modifications to Council's road infrastructure, to ensure compliance by contractors with prescribed Council standards and all relevant legislative requirements.
- Provide direction to consultants and contractors as to how work is carried out and to what standard/service levels, supervising infrastructure works carried out by contractors, monitoring, and regularly reporting their expenditure against targets.
- Establish clear plans, direction and ensure resources are allocated to enable completion of projects within, budget, timelines, and other targets. This includes calculating quantities and preparing cost estimates and maintaining accurate and up-to-date records and documentation.
- Liaise with clients' users, asset managers and maintenance staff to establish maintenance needs.
- Provide high quality technical and worksite advice on infrastructure works to stakeholders.
- Facilitate the delivery of road works in a cost effective, efficient, and timely manner.
- Communicate and attend meetings with contractors and other council departments.
- Identify and implement areas for improvement, including preparing risk management plans and strategies and perform other duties required to achieve business outcomes.
- Identify issues when they become apparent and resolve them before they become problems.
- Commit expenditure and approve payments within budget and amounts as per delegations of authority.

Contract Management

- Ensure quotations and contract specifications are in accordance with corporate standards.
- Ensure compliance and delegations of authority are strictly met, including tendering.
- Facilitate works specifications, evaluation of tenders and recommendations of preferred tenderers.
- Ensure best practice principles and continuous improvement strategies are part of operations.
- Effective management of OH&S related to building sites and contractors.
- Monthly reporting on contract status, financials, and performance, advocating and certifying payments within approved levels.
- Develop strong client contract manager relationships to ensure Council is receiving best value and agreed contract requirements, ensuring contract variations are reasonable, valid and within scope and budget.

- Deal with dispute settlement and issuing of non- conformance reports and undertake regular site inspections
- Oversee the mobilisation, implementation, and closure of contracts, focussing on OH&S, risk, quality, and financial issues

Leadership

- Provide quality infrastructure works advice to the Coordinator and undertake Emergency Management duties as required
- Promote a positive image of Council by demonstrating ethical work standards and a high level of integrity, foster a customer service culture, which maximises relationships, challenging the status quo and championing new initiatives.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Successful delivery of designated civil and transport infrastructure works within legislative and corporate guidelines, agreed timeframes and service standards, including:
 - Leadership which incorporates ethical work standards and a high level of integrity, including ensuring Council policies and procedures are followed with integrity and compliance and continuous improvement principles are applied to all operations.
 - Ensuring contract management is in accordance with corporate standards, including determining the most feasible and cost-effective strategy to achieve an acceptable outcome.
 - Ensuring safety, quality and environmental practices and principles are applied to the highest standards, including identifying and managing risk issues.
- As this role manages resources, the freedom to act is governed by clear objectives and budgets with a regular reporting mechanism to the Civil Projects Coordinator to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- When providing high quality specialist contract and technical advice on civil and transport infrastructure works the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by the Civil Projects Coordinator.
- Where this role has formal input to policy or procedure development within their area of expertise the work is usually of an investigative and analytical nature, with the freedom to act prescribed by the Civil Projects Coordinator. The quality of the output can have a significant effect on the process of policy or procedure development.
- Authority to commit expenditures and vary contracts is confined within corporate financial and Unit delegations.
- Excellent customer service standards are applied, and outstanding issues are resolved.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving will involve the application of these techniques to new situations.

Independently

Required to make well thought through, sound judgements and decisions on:

- Approving construction works and modification works to infrastructure
- Directing contractors to comply with council requirements
- Approving refund of deposits upon satisfactory completion of works
- Providing technical advice in relation to site plans and specifications
- Application of technical and contract expertise, advice and recommendations as related to road works
- Determine scheduling works and resources required, including the selection, engagement and direction of consultants and contractors
- Allocation of resources to meet work demands, including planning and priorities
- Facilitating plans, budgets, financial commitments, contracts, and contractors
- Interpreting regulations and codes of practice
- Determining and applying corrective actions and alternate options

With Input from the Civil Projects Coordinator

- Changes to construction from the specification
- Provide technical advice to contractors
- Resolve contract issues efficiently and with minimal impact
- Consider long and short-term resource issues
- Varying programs and approving works
- Must inform the Coordinator of any matter that may impact the timing, budget, quality, or scope of works
- Assist with the development of policy forward planning
- Change contractors program timelines

Recommends to the Civil Projects Coordinator

- Opportunities for efficiency gains with feasible options
- Variations to contracts and service standards to adapt to and meet the needs of different situations
- Improvements to work systems and work procedures which result in more efficient business practices

Guidance

- Works under broad direction from the Coordinator - Guidance is usually available
- It is expected a range of options and solutions will have independently researched and developed for consideration.

5. Specialist Skills and Knowledge

The essential position requirements include:

- This position requires proficiency in the application of theoretical and scientific disciplines, including the underlying principles as distinct from the practices. This will involve:
 - Sound understanding of Council's contract administration, financial and budget management system, Risk Management policy, OH&S and safe work procedures.
 - A good knowledge of relevant Legislation, Codes of Practice, Regulations and Safety as related to road works, including asset inspections, Road Management Plans and the Road Management Act, through a proven, successful record of delivery of civil and transport infrastructure works, incorporating construction and maintenance programs;
 - Demonstrated knowledge of safe and efficient investigation, construction, maintenance, and rehabilitation practices associated with roads, related infrastructure and bridges & major culverts, landslip sites and retaining walls.
- Intermediate to advanced PC literacy, incorporating MS Office applications

6. Management and Interpersonal skills

The essential position requirements include:

- Managing time, setting priorities, planning and organising one's own work, including a high level of attention to detail applied to broad range of projects and tasks simultaneously, and where appropriate that of contractors so as to achieve specific and set objectives and outcomes in the most efficient way possible within the resources available and within a set timetable.
- As management of contractors is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.
- Gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of contractors.
- Highly effective interpersonal skills, incorporating verbal and written communication, problem resolution and facilitation.
- Highly developed advocacy skills to effectively deal with all stakeholders and influence contractors to achieve desired outcomes.
- Liaison with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
- A positive 'can-do' approach which incorporates professionalism, ethical standards, and integrity in the management of contractors, particularly in planning work, monitoring performance of contracts and ensuring quality controls.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- Degree or Diploma course in Civil Engineering or equivalent with some relevant experience underpinned by a good knowledge of construction practices of road related infrastructure and relevant Legislation, Standards, Codes of Practice, Regulations and Safety related to road works, including Road Management Plans and the Road Management Act. Relevant knowledge, skills and experience should also include:
 - successful record of delivery of transport infrastructure works, incorporating design, construction, and maintenance programs (roads, infrastructure, bridges & major culverts, landslip sites and retaining walls),
 - sound understanding of Council's contract administration, financial and budget management system,
 - preferably Registered / Licenced with the Victorian Business Licencing Authority (VBLA) or working towards gaining the registration.
- The capacity to effectively manage a diverse range of contractors, timeframes, establish priorities plan and organise work to achieve business outcomes in the most efficient way possible within the resources available.
- Highly effective interpersonal skills, incorporating verbal and written communication, highly developed advocacy, and facilitation skills along with intermediate to advanced PC literacy, incorporating MS Office applications.
- A current (and ongoing) valid Victorian Driver Licence supplied prior to offer of employment and commencement.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Janak Bharati	Signature:	
Date:	March 2022		

Manager:

Name:	Craig Cinquegrana	Signature:	
Date:	March 2022		

Director:

Name:	Paul Kearsley	Signature:	
Date:	March 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Date of last review: February 2022

Authorised by: Craig Cinquegrana

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Craig Cinquegrana

Signature

Date ___/___/___

Cognitive Demand	Yes	No
Regular communication with team/work mates	X	
Regular communication with others	X	
Verbal instruction and supervision of others	X	
High concentration	X	
Planning and problem solving	X	
Job/task organisation	X	
Short-term memory	X	
Long-term memory	X	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt, and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures, and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote, and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge, and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge, and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.