

## Position Description

### A. POSITION PROFILE

**Position:**

*Projects Engineer - Civil*

**Position Evaluation:**

*Salary System Grade: 17*

**Conditions of Employment:**

*Local Government (State) Award 2023*

*Permanent Full-time*

**Additional Benefits:**

*70 Hour, Nine Day Fortnight*

*Leaseback Vehicle (optional)*

*Civil Liability Allowance (for degree qualified)*

*12% Superannuation*

**Position Occupant:**

*Vacant*

**Department:**

*Engineering*

**Section:**

*Engineering Services*

**Location:**

Cootamundra ☒

Gundagai ☐

**Direct Supervisor:**

*Operations Engineer*

**Number of Staff Supervised by this position:**

Nil

### B. STATEMENT OF FUNCTION

To plan and deliver the design, construction and maintenance of Council's civil infrastructure (roads, stormwater drainage, roundabouts, footpaths, cycleway, bridges, culverts) utilising external contractors and Council day-labour resources.

### C. KEY RESPONSIBILITIES & DUTIES

**Technical**

1. Manage the investigation, planning survey and design of new and upgraded civil infrastructure.
2. Undertake conceptual and detailed design work and prepare costs estimate for minor civil works.
3. Engage and manage external consultants to undertake conceptual and detailed design and cost estimates for major civil & building projects.
4. Plan, co-ordinate and supervise the construction and maintenance of roads, stormwater drainage, roundabouts, footpaths, cycleway, bridges, culverts and ancillary works.
5. Provide technical advice and support to the Manager Engineering Services in managing Council's civil infrastructure assets.
6. Manage maintenance and rehabilitation works required under the TfNSW Road Maintenance Council Contract (RMCC).

7. Ensure all works comply with environmental standards, Environment Planning & Assessment Act, Protection of Environment & Operations Act and associated legislation (particularly sediment and erosion control, spoil management, flora & fauna protection)
8. Ensure that all activities are undertaken in accordance with Council's Work Health & Safety procedures and in accordance with the Work Health and Safety Act 2011.
9. Ensure all planning, design, construction and maintenance activities are completed on time and within the allocated budget.
10. Ensure construction and maintenance activities are delivered consistent with Councils standards & specifications or TfNSW standards and specifications as applicable.
11. Regularly review and report on estimated project and activity costs expenditure and commitments against budget.
12. Ensure compliance with NSW Local Government Act and Council's Procurement Policy in relation to procurement and tendering of goods and services
13. Prepare tender documentation and specifications, call and evaluation tenders, make recommendations to Council following the evaluation of tenders.
14. Prepare reports to Council in relation to projects, tendering, grants etc
15. Manage the delivery of contracts whilst complying with the contractual requirements outlined in AS4000, AS2124 or any other relevant suite of formal contracts, including managing variation claims, extension of time claims and payment of contractor.

## **D. DUTIES**

### **People and Performance**

1. Providing oversight for the day-to-day operation and maintenance of Council's Road infrastructure assets
2. Establish and communicate project team goals and objectives and implement processes to achieve project plans.
3. Provide leadership, coaching, mentoring and development for reporting staff.
4. Compliance with Council's model code of conduct, policies and procedures and management directives.
5. Commitment to Equal Employment Opportunity, Diversity and Merit based principles.
6. Support Council's Human Resource policies including performance management, industrial relations management, staff development and training.

### **Corporate**

7. Contribute to continuous work improvement processes, making improvements where applicable
8. Commitment to Council's Strategic Plan, Delivery Plan and Operational Business Management Plan.
9. Effectively liaise with other Council Departments, Public Utilities and other Authorities, the public including ratepayers and residents, user groups and Council staff regarding engineering matters to achieve mutual goals and outcomes consistent with the policies of CGRC.
10. Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
11. Provision of best practice customer service in dealing with all external and internal customers regarding civil infrastructure assets.
12. Ensure all corporate information is captured within Council's business systems adhering to record keeping policies and procedures.
13. Conduct all business transactions in an ethical, friendly, efficient, and professional manner.

14. Build positive stakeholder relationship and demonstrate a proactive culture of communication and interaction both within and outside the organization.
15. Carry out other duties within the bounds of the level of responsibility of this position, as may be directed by the Manager Engineering Cootamundra.

#### **E. ESSENTIAL CRITERIA**

1. Tertiary qualification in Civil Engineering and/or significant and relevant experience.
2. Demonstrated experience and ability to undertake civil designs (e.g. roads, stormwater drainage, roundabouts, footpaths, cycleways).
3. Working knowledge of legislation applicable to this position and demonstrated ability to accurately interpret and apply legislation.
4. Demonstrated experience in managing project costs and controlling and developing budgets/estimates for individual projects.
5. Demonstrated knowledge of quality assurance in the construction industry.
6. Demonstrated computer skills and experience in the use of Microsoft Office, GIS mapping and CAD applications.
7. Demonstrated ability to effectively interact, liaise and negotiate with members of the public, other external parties and agencies and staff at all levels of the organisation.
8. Demonstrated written communication skills and the ability to produce clear and concise reports and correspondence to convey complex and technical information.
9. Demonstrated problem solving capabilities, and ability to contribute to the improvement of policies, work practices and procedures.
10. Demonstrated time management skills to achieve specific and set objectives within required timeframes.
11. Current Australian Driver's Licence.
12. WHS Construction Induction (NSW White Card).

#### **F. DESIRABLE CRITERIA**

1. Sound knowledge of the Local Government Act 1993, NSW Roads Act and an understanding of the functions of Local Government.
2. SafeWork NSW Traffic Control Work- TCR Traffic controller.
3. SafeWork NSW Traffic Control Work- IMP- Implement Traffic Control Plans.
4. SafeWork NSW Traffic Control Work- PWZ- Prepare Work Zone.