



POSITION DESCRIPTION

PROJECT ENGINEER - 4003

PRIMARY PURPOSE OF THE POSITION

The Project Engineer manages and oversees Oberon Council's Road Maintenance Council Contract (RMCC), develops and delivers maintenance and capital projects on Council's regional roads (Edith, Titania, and Abercrombie Roads), project manages relevant projects from other areas within Council's infrastructure services – e.g. water/sewer – and provides advice on Development Application (DA) matters.

REPORTING RELATIONSHIPS

This role reports to the Works Manager.

The following positions report to the Project Engineer:

- Trainee Technical Officer

The role is responsible for managing contractors and any other workers on relevant Council controlled sites.

CONDITIONS OF EMPLOYMENT

The position is permanent full-time and subject to the Local Government (State) Award 2023.

THE POSITION IS CLASSIFIED IN COUNCIL'S SALARY SYSTEM AS GRADE 18

HOURS OF WORK - 35 hrs/week

Monday to Friday – 9-day fortnight with a rostered day off on an agreed day.

Working Hours are 8:15am to 4:33pm with a 30-minute unpaid meal break.

COUNCIL PROVIDED EQUIPMENT

- Private Leaseback of a Council owned vehicle.
- Mobile phone with private use provisions or mobile phone allowance for use of personal phone for business purposes.
- Laptop.
- Corporate Clothing allowance as per Council policy.

KEY ACCOUNTABILITIES

Within the areas of responsibilities, this role is required to:

Operational

- Develop and deliver relevant annual operational and capital works programs timely and cost and resource effective.
- Ensure sustainable maintenance and operation of relevant assets, including Council's State and regional roads.
- Manage the Road Maintenance Council Contract (RMCC) with Transport for NSW (TfNSW).
- Project manage assigned projects. Prepare, document, tender, evaluate, award, and administer ensuring compliance with specifications and legislative requirements.
- Prepare estimates, monitor costs against budgets, and prioritise works according to allocated budgeted and grant milestones.
- Ensure compliance with all relevant legislative, regulatory and statutory requirements as well as with Council policies and procedures within area of responsibility.
- Identify and liaise appropriately with all relevant internal and external stakeholders and provide relevant information as required.
- Provide timely advice and prepare required reports.
- Keep abreast of changes to relevant legislation and communicate such changes to Director and relevant staff.

- Ensure relevant information and data is collected and recorded in line with record keeping requirements and as input for forward planning.
- Make informed decisions timely while considering risk.

Strategic

- Provide input into relevant strategic documents, policies and management plans, e.g. 4-year Deliver Program.
- Ensure Levels of Services for relevant assets are observed and delivered.

Financial

- Provide input into the preparation of annual budgets within area of responsibility, review relevant project budgets regularly and take appropriate action to address any foreseen variations to ensure adherence.
- Assist in sourcing of and ensure appropriate expenditure of and reporting on relevant funds and grants.
- Prepare realistic project cost estimates within area of expertise.

Leadership

- Maintain a culture that emphasises strong customer service, a clear business-like focus and ongoing development of efficient work practices.
- Commitment to continuous improvement and ability to identify change processes required to drive organisational effectiveness and introduce mechanisms to achieve the necessary changes.

Communication (professional, accurate and timely)

- Build and nurture respectful relationships.
- Engage appropriately and effectively with and inform key stakeholders on all relevant developments, including the publishing and drafting of Facebook posts, website updates and media releases.

Personal

- Act with integrity.
- Conduct self in professional manner.
- Be passionate about providing services to the community.
- Be accountable for area of responsibility and take responsibility for own decision making.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

Essential Requirements

- Tertiary qualifications in Civil Engineering and considerable relevant work experience, preferably including in Local Government
- Project management experience, including managing of contracts and supervision of contractors and preparing and adhering to budgets.
- Commitment to public safety, Work Health and Safety and due consideration of risk when making decisions.
- Able to prioritise multiple tasks and projects, while demonstrating proactive approaches and resourceful problem-solving capabilities.
- Experience in procurement, tendering and contract administration.
- Knowledge of relevant engineering principles, regulations, and industry best practice
- High level computer literacy in the use of the MS suite of applications.
- Current class C NSW Driver Licence
- SafeWork NSW Construction Induction Certificate (White Card)
- Prepare a Work Zone Traffic Management Plan (PWZ) Certificate

Desirable Requirements

- Knowledge of relevant Legislation/Acts, Regulations, Codes of Practice/Best Practice Management and Standards as well as understanding of their relevance in relation to the role.
- Experience in and knowledge of maintenance and construction principles, practices and industry standards relating to municipal works.
- Able to participate in out-of-hours on-call roster.

- Experience managing complex contracts, including dispute resolution and contractor performance monitoring.
- Knowledge of TfNSW specifications and procedures, including RMS (TfNSW) prequalification processes.
- Knowledge of the role, functions, and responsibilities of Local Government

Capabilities for the Role

Are set out in the attachment and based on the Local Government NSW Capability Framework (available at: <https://capability.lgnsw.org.au/>). The LGNSW Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government.

Camera Surveillance and GPS Tracking

Camera surveillance has been installed in and on Council owned buildings and in some public spaces within the Council area. GPS tracking has been, or may be, installed in Council owned plant. Camera surveillance and GPS tracking is continuous and ongoing.



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Employee Name & Signature

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Date