

# SENIOR PROJECT ENGINEER

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## POSITION DESCRIPTION

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## 1. ORGANISATIONAL RELATIONSHIP

<b>Reports to:</b>	Manager Engineer Services
<b>Department:</b>	Infrastructure
<b>Title:</b>	Senior Project Engineer
<b>Classification:</b>	Level 8
<b>Position Location:</b>	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	All Shire staff
<b>External Liaison:</b>	Local, State and Federal Government Departments General Public Contractors, Subcontractors and other stakeholders.
<b>Extent of Authority:</b>	Works within the confines of standards and procedures under the supervision of the Manager Engineer Services.  Delegated purchasing authority up to \$10,000.

## 2. POSITION OBJECTIVE

Reporting to the Manager Engineering Services, this role is responsible for:

- The provision of professional engineering advice and assistance to the Infrastructure Directorate and to other areas of the Shire administration;
- Managing the planning and delivery of multiple nominated Capital Works Projects including preparation of Tender and quotation documents for consultants and contractors; and
- Providing technical advice and assessments for approvals where appropriate in respect to traffic management plans, crossover applications, infrastructure components of event applications, development and subdivision applications and overseeing the design and construction of developments to ensure compliance with development Application approvals.

## 3. KEY RESPONSIBILITIES

The Senior Project Engineer will:

- Provide professional advice to Shire staff and relevant external stakeholders in relation to civil engineering matters;
- Develop tender and contract documentation ensuring compliance with Council's policies, organisational directives, work instructions and legislative requirements;
- Effectively manage and oversee delivery of Council civil projects ensuring that agreed tender documents, specifications and budgets are met and that progress payments are processed accordingly;
- Actively promote methods of design to maximise value of Council assets;
- Assess and provide applicable approvals for traffic management plans, crossover applications and infrastructure components within event applications;

- Carry out inspections as required to ensure development/s are constructed in accordance with Shire approved subdivision plans, development approvals, storm water drainage plans, WAPC engineering conditions, maintenance agreements etc;
- Proactively assist in the development and revision of relevant Council policies, organisational directives, work instructions, specifications, standards and guidelines;
- Communicate effectively at all levels and respond efficiently to achieve determined service level expectations and requirements of the Shire;
- Assist in the development of Infrastructure grant applications including report generation, returns and acquittals;
- Ensure a Zero backlog of formal recording of documentation; and
- Any other duties as directed by the Manager Engineering Services and/or line management within known skills, knowledge and capabilities.

#### 4. SKILLS, KNOWLEDGE, ATTRIBUTES AND EXPERIENCE

##### Essential:

- High level communication skills with the ability to communicate effectively to stakeholders regarding project deliverables and expectations;
- Strong organisational skills and time management skills, including the ability to manage multiple civil projects at any one time;
- High level knowledge and ability to apply project management principles and processes within a civil construction environment;
- Demonstrated ability to work independently on engineering and technical matters, lead others and take responsibility to resolve problems that may influence the delivery of service in a timely and accurate manner;
- High attention to detail and ability to prepare documentation in line with relevant situational requirements;
- Ability to travel between town sites within the Shire boundaries; and
- Proven experience in the effective management and oversight of medium to large scale civil projects such as roads construction/rehabilitation programs, building construction/rehabilitation programs and/or essential service development programs.

##### Desirable:

- Membership of a recognised Engineering body such as 'IPWEA' or 'Engineers Australia';
- Knowledge or experience using IT Vision SynergySoft; and
- 2 years previous experience in a similar Local Government role.

#### 5. QUALIFICATIONS/LICENCES

##### Essential

- Formal Civil Engineering Degree and/or Civil Engineering Diploma with significant industry relevant experience; and
- WA "C" Class Driver's Licence (preferably manual)

##### Desirable

- Advanced Workplace Traffic Management Certification



## 6. AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)