

QUEENSLAND URBAN UTILITIES

Role Description



ROLE TITLE:	Program Engineer
SECTION:	Operations
DEPARTMENT:	Infrastructure Delivery
LOCATION:	Brisbane Region
ROLE CLASSIFICATION:	CRC# 836 15/10/2014 Engineering L2
MANAGER:	Title: Program Manager Date: July 2017

PRIMARY ROLE PURPOSE:

Queensland Urban Utilities (QUU) Infrastructure Delivery is responsible for the end to end delivery of a program of capital works projects to create, maintain and protect water and wastewater assets within Brisbane, Lockyer, Scenic Rim, Somerset and Ipswich.

The primary role purpose of the Program Engineer is to provide engineering services as part of the sub program delivery team, including managing a range of design activities from procuring and managing the external design process and providing direction and technical support, cost estimation and commercial focus, through to the delivery of projects in innovative and cost efficient ways which meet business requirements and water asset standards.

This role involves stakeholder management including working in collaboration with planners with the development and completion of feasibility and working closely with Managers for the allocation of resources to assigned projects.

ROLE ACCOUNTABILITIES:

It is expected that the Program Engineer will:

- Develop and maintain close working relationships with the Principal Engineer, Engineering Centre of Excellence and staff in the various Infrastructure Delivery groups, ensuring communication and information flows both within the organisation and with external groups. This includes working in collaboration with planners with the development and completion of feasibility and with Managers for the allocation of resources to assigned projects
- Provide technical engineering support to staff engaged on assigned projects when required
- Review concept and preliminary design development and plan design delivery
- Under the guidance of the Senior / Principal Engineers or Project Manager review project plans and proposals to determine the phasing and elements of each project to achieve best project outcomes as well as providing design input during the project construction phase as required

- Plan and deliver to the customer the agreed work program / scope of works which meet their needs and expectations in providing value for money, quality of work, safety to the public and the environment in a timely manner. This will involve communication, notification and consultation with the Project Manager and other members of the project team
- Provide basic design and budgetary requirements undertaken on small projects. This includes setting up and monitoring of works performed, identifying and valuing variations, monitoring expenses and costs, and agreeing times and costs with the Projects Management Team and the respective project's Project Manager
- Input to preliminary engineering of projects at the initial stage and provision of cost estimating for civil works with a commercial focus on cost control to ensure that design services are delivered within the project budget and apply value for money processes when considering and recommending delivery options. Find innovative and creative ways to reduce costs whilst achieving specified outcomes and providing effective and efficient customer service
- Adhere to consistent quality guidelines for the various projects by utilising standard job methodologies as part of the Infrastructure Delivery Model, working within an integrated management system. Co-ordinate Quality Control within the Engineering Design Team for each project by implementing quality control procedures
- Detail design of civil / electrical / mechanical works, preparation of technical specifications and Bill of Quantities for inclusion into the Request For Tender (RFT) documentation. Assist in producing Requests For Tender (RFT) documents, including product and service specifications, pre-market cost estimates for projects, assessment of tenders and the Tender Assessment Report
- Under the guidance of the Senior / Principal Engineers or Project Manager procure and manage the services of external design consultants for projects as required
- Write Procurement Board (PB) Submission to Proceed to Tender
- Complete Acceptance Testing and Commissioning of projects as required
- Support engineering design services to the Project Managers as required through all phases of the project delivery cycle from the feasibility study through concept and preliminary design to final design and delivery
- Undertake workplace health, safety and rehabilitation accountabilities and responsibilities to the level of the role, as detailed in the Queensland Urban Utilities' Workplace Health, Safety and Rehabilitation Management System
- Work at any Queensland Urban Utilities location as required by business needs and participate in an on-call roster system
- Understand and ensure all governance processes are strictly followed and comply with QUU's corporate project management, procurement and financial approval policies
- Monitor and ensure program is delivered in compliance with Asset Creation Processes, Quality, Safety and Environmental Standards
- Certify that design specifications and drawings meet business requirements and water asset standards

ROLE DIMENSIONS AND RELATIONSHIPS:

Internal Relationships

- General Manager, Infrastructure Delivery
- Program Director(s)
- Chief Engineer

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- Director Program Support Services
- Project Manager(s)
- Procurement team
- Quality and Asset Integrity Team
- Program Engineer(s)
- Asset Planning Engineer(s)
- Internal Clients – Field Services and Asset Management Branches

External Relationships

- Strategic suppliers
- Design Consultants
- Principal Contractors and contractors
- Specialist design organisations
- Other utilities and related industry partners

FINANCIAL:

- FTE budget: 0-1
- Operating budget: NA
- Capital works budget: NA

CORE CAPABILITIES:

Skills and Abilities

The role requires the following skills and abilities:

- Significant experience as a civil / electrical / mechanical engineer with capability in conceptual and detailed engineering design in a multi-disciplinary team environment for water and wastewater projects, including the preparation of engineering designs, specifications and cost estimates
- Ability to apply a “whole of project” focus and provide engineering input at all phases of the project cycle from inception to hand over to the client
- Demonstrated ability to optimise productivity using integrated management systems and risk management practices to achieve tight cost, time, quality and scope targets in an operational environment
- Ability to simultaneously assist in a range of project tasks and small scale projects
- Significant ability in building and maintaining effective working relationships with team members, colleagues and clients, including the ability to direct, coach, support and empower operational technical staff
- Developed communication, presentation and writing skills and experience in liaising with internal and external customers and reporting to clients and senior management

Knowledge and Experience

The role requires the following knowledge and experience:

- Solid understanding of quality, HACCP, risk management and legal compliance systems with the thorough knowledge of, and the ability to apply, the relevant Workplace Health and Safety and Environmental and quality policies and procedures in the engineering teams work environment, and a sound knowledge of EEO policies and practice

- Previous knowledge in the Project Management profession
- Contract management experience

Qualifications

The role requires the following qualifications:

Mandatory

- Possession of tertiary qualification in an Engineering discipline, relevant to sub program requirement
- Eligible for corporate membership of the Institution of Engineers, Australia

Desirable

- Registered as a Professional Engineer Queensland (RPEQ) or working towards accreditation within 12 months from appointment
- Eligible for corporate membership of the Institution of Engineers, Australia

Special Conditions

- Knowledge and understanding of current issues and directions in the water and wastewater industry and other public utility and allied industries desirable
- Please note that this role may be moved between the sub-programs of work from time to time as required based on business need and to accommodate changes to the project mix of Queensland Urban Utilities Capital Investment Program

Behavioural Competencies

VALUE	BEHAVIOURS	
SAFETY We will always put safety first	<ul style="list-style-type: none"> • I am responsible for safety 	<ul style="list-style-type: none"> • I am committed to zero harm
CUSTOMERS AND COMMUNITY We walk with the customer and work with the community	<ul style="list-style-type: none"> • I actively listen to customers and see things from their perspective • I am responsive to the needs of my customers 	<ul style="list-style-type: none"> • I always endeavour to exceed customer expectations
ACCOUNTABILITY We take ownership for quality outcomes	<ul style="list-style-type: none"> • I am accountable for quality and timely outcomes • I am empowered to set myself challenging but realistic goals 	<ul style="list-style-type: none"> • I consistently deliver on my promises and commitments • When I encounter problems I use initiative to find solutions
PARTICIPATION We are united in the delivery of our shared goals	<ul style="list-style-type: none"> • I participate with purpose and pride • I engage others to achieve and enhance outcomes • I have a sense of urgency about the work that I do 	<ul style="list-style-type: none"> • I lead by example and take ownership for my work • I am open and honest • I have integrity and I show respect for the individual
CREATIVITY We are forward thinking and always looking for better ways	<ul style="list-style-type: none"> • I always look for better ways to do things • I have the courage to be creative 	<ul style="list-style-type: none"> • I initiate and embrace change and inspire others to do the same • I am committed to excellence
DELIVER VALUE We deliver value for our customers, the community and employees	<ul style="list-style-type: none"> • I know the value that I add to Queensland Urban Utilities' purpose and vision • I create and deliver value with the resources available to me • I treat all Queensland Urban Utilities' resources as precious 	<ul style="list-style-type: none"> • I think beyond the present to drive long-term value for the organisation • I am a valued employee and this is demonstrated by Queensland Urban Utilities' commitment to me

ORGANISATION CHART:

