

## Project Engineer

### Position Description

<b>Division</b>	Projects and Asset Services	<b>Department</b>	Project Management
<b>Reports To</b>	Coordinator Program Management and Delivery	<b>Direct Reports</b>	No

### Position Purpose

This position will provide specific project management lifecycle advice and ensure compliance on contract construction projects to support contract delivery including the surveillance of the construction process in accordance with relevant legislation, standards and regulations.

### Key Responsibilities and Outcomes

As a Project Engineer and member of the Project Management team you will:

- Provide support to the Project Manager to implement and maintain project controls to assist with the delivery of complex projects.
- Provide support through whole of project life including design, procurement and delivery whilst ensuring adherence to time cost quality and safety objectives.
- Prepare project reports including updates on project status and procurement recommendations.
- Review and audit engineering drawings and technical specifications for construction projects to ensure compliance with business and project requirements.
- Assist with co-ordination of construction issues as they arise and consult with the Project Manager regarding appropriate resolution of works under the contract.
- Provide construction surveillance and auditing of projects in accordance with relevant construction and workplace health and safety legislation, standards and other regulations that may impact on work carried out.
- Provide oversight to the team to achieve a high performance, continuous improvement and customer focused team culture.
- Build strong relationships and work collaboratively with internal and external stakeholders to ensure project deliverables and outcomes are achieved.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

**SERVICE****TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY**

## **Decision Making**

*Budget* \$5,000

*Delegations* Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## **Knowledge & Experience**

- Considerable experience working in a position managing complex construction projects (greater than \$750k).
- Sound knowledge and applied understanding of quotation documents, design drawings, specifications, schedules.
- Sound knowledge and application of current construction legislation, Australian standards, Workplace Health and Safety requirements and accepted work practices.
- Considerable experience providing project advice on contract related matters and the ability to present recommendations.
- Considerable knowledge and applied understanding of project management and engineering principles and practices.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong communication skills with an ability to communicate planning concepts and matters in a simple and concise manner (both verbally and in written form) and influence and negotiate project outcomes.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace.

## **Qualifications**

- Degree in architecture, civil engineering, or project management or relevant experience in a similar role.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*