

Central Darling Shire Council

Position Description

Project Engineer

Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

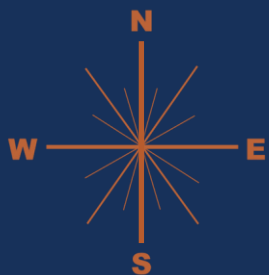
Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Our Benefits

- 9 day fortnight (FTE)
- Four (4) weeks annual leave per year (FTE)
- 15 days sick/personal leave per year (FTE)
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



For more information, visit:

<https://www.centraldarling.nsw.gov.au>



Position Title	Project Engineer		
Department	Shire Services	Position Code	1243
Location	Wilcannia		
Pay Grade	Pay Grade 14	Award Band	Band 3 Level 4
Position Status	Full time Permanent	Standard Hours	70 hrs per fortnight
Reporting to	Director Shire Services		
Direct Supervision	Nil	Indirect Supervision	6-10
Position Delegations	Yes	Budget Responsibility	Yes
National Police Clearance:	Yes	Working with Children Check:	No
Approved by:	Director Shire Services	Date Approved:	

The Position

The Project Engineer works closely with the Director Shire Services to plan, design and execute the works and services associated with the delivery of various capital infrastructure project works.

Key Responsibilities

Within the area of responsibility, this role is required to:

1. Carry out surveys, prepare design and cost estimates to required and/or specified professional standards in a timely manner ahead of needs.
2. Prepare specifications and tender documentation for services, goods, materials and plant purchases.
3. Oversee the contractors in the delivery of various infrastructure projects across the Shire.
4. Prepare detailed budget estimates and monitor expenditures on specific items related to the delivery of the capital infrastructure works.
5. Prepare a program of works, including labour and contractor resources, to deliver the capital works projects.
6. Provision of professional technical support staff as needed.
7. Working alongside the Director Shire Services in the preparation, monitoring and acquittal of grant funding applications.
8. Monitor work practices and environments to ensure compliance with work health safety, environmental, heritage and other legislative requirements.
9. Prepare correspondence, reports, agendas and meeting minutes.
10. Seek quotations for supplies, including plant, equipment, goods and services.
11. Manage, maintain and update data in relevant corporate systems, including records, financial, asset management and GIS.

Note: An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

Key Challenges

- Managing the appropriate allocation of resources in a cost saving environment.
- Manage project contracts – on time and on budget.
- Proactively supporting operational and strategic change across the organisation.
- Proactively working with industry and government to deliver key projects for the council area.

Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence (minimum)
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

Essential Position Criteria

Qualifications / Experience / Accreditation / Certification

- Degree in civil engineering and/or 5 years' experience managing million dollar projects with RMS or council.
- A sound track record in developing and managing projects, including planning, monitoring and managing a budget.
- Hold Workcover certificates, General Induction for Construction work in NSW (white card).
- Experience in the use of computer applications such as Civil Cad, Auto Cad, GIS and asset management systems.

Specialised Knowledge and Skills

- Highly developed skills and demonstrated experience in the effective management of contractors.
- Ability to read and interpret detailed Engineering Plans and technical specifications.
- Sound computing skills including use of MS Office and outlook applications and ability to use customised applications.
- Demonstrated ability to prepare and present accurate and timely documentation including reports and procedures.
- Demonstrated knowledge of WHS and environmental legislation together with ability to develop, monitor and review Council's WHS and environmental procedures.
- Demonstrated knowledge of quality management outcomes with ability to develop, monitor and review Council's quality procedures.
- Strong problem solving and conflict resolution skills.
- High level research skills
- Demonstrated flexibility in coping with changing work requirements and practices.
- Demonstrated ability to work under pressure and respond quickly to issues which are, at times, of a sensitive nature.

Desirable Position Criteria

- Knowledge of water treatment plant operations and reticulation system maintenance

Key working relationships

Who	Why
Internal	
Council	<ul style="list-style-type: none"> Constructive and supportive relationship to enable the delivery of the strategic objectives and ensuring that operational services meet Council and community needs.
Executive Leadership Team	<ul style="list-style-type: none"> Working collaboratively and effectively as a part of a proactive and supportive team to ensure resources are utilised effectively to support the organisation's strategies and objectives.
Management Team	<ul style="list-style-type: none"> Lead, direct, manage and support performance and development within own Directorate. Guide, support, coach and mentor both within own Directorate and across the organisation.
Staff	<ul style="list-style-type: none"> Role model expected leadership behaviours and support employees in meeting the organisation's strategic direction and its desired organisational culture.
External	
Community	<ul style="list-style-type: none"> Engage with the community, industry groups and local businesses to ensure that the organisation is delivering efficient and effective services to these stakeholders.
Government Agencies	<ul style="list-style-type: none"> Recognising the importance of building relationships with government agencies to support growth within the LGA and to ensure that local priorities are focused on and outcomes are achieved.
Stakeholders	<ul style="list-style-type: none"> Build constructive relationships with local and regional networks to support the achievement of Council's strategies.

I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.

I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Employee Name:

Signature:

Date: