Position description

Position title:	Capital Project Engineer
Group:	Planning and Delivery
Reports to:	Capital Program Manager
Reports:	Direct: 0 Indirect: 0
Status:	Permanent Full-time
On call roster	No
Salary grade:	17
Position code and WAP:	CPE
Position Of Trust	Yes

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.



Primary purpose of the position

As a Capital Project Engineer within the Capital Program team, you will have well developed communication skills with a high standard of project management. Managing project risks, time and cost will be key elements of the role as you focus on delivery of works. You will support the procurement process including preparing specifications and contracts to ensure design and construction outcomes meet the needs of the organisation. As Capital Project Engineer you will be expected to uphold and promote the highest of Health, Safety and quality standards.

Position of trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Utilising Council's procedures, systems and processes, project manage the planning, design and construction for a variety of water asset renewal and new asset projects, including the engagement and management of consultants and contractors.
- Prepare procurement documentation, including contracts, cost schedules, scopes of work, budget estimates, specifications, quoting and tendering, and evaluation plans for a variety of projects to meet the organisation's needs.

- Supervising and monitoring day to day activities of Contractors across multiple projects, focusing on safety, environmental, stakeholders, work quality, outcomes and regular reporting using Council's available processes and systems.
- Engage appropriately qualified consultants as required, and ensuring all designs conform to sound engineering principles based on current best practice and relevant Standards.
- Ensure drawings, documents and records, project progress and performance reporting are utilising Council's systems and processes.
- Apply experience and knowledge to identify and classify possible sources of risk and proactively implement strategies to mitigate identified risks in accordance with the requirements of relevant legislation and Council procedures and policies.
- Ensure Council's interests are protected in the planning, design, maintaining, replacing, rehabilitating or disposing of assets that may give rise to liability under the Civil Liability Act 2022.

Key challenges

- Prioritising and managing multiple tasks to achieve defined turnaround times within budget and with an attention to detail.
- Ensuring the highest standard of environmental and quality controls are maintained during the delivery of Council projects.
- Establishing positive and constructive relationships with relevant Operational staff, Contractors, Consultants, landholders and Constituent Council staff to ensure the coordination of project delivery in a safe, efficient and effective manner.

Work Health and Safety responsibilities

- Ensure you are able to competently and safely perform any work you undertake.
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
	Manager	▪ Receive guidance and provide regular updates and reports on assigned priority tasks and provide advice on escalating issues. ▪ Identify, discuss and plan for emerging issues and negotiate outcomes. ▪ Provide engineering advice and support in the delivery of Council's projects.
	Leadership team and key staff	• Provides leadership in achieving Council objectives. • Provide support for innovative and technically sound solutions to ensure projects achieve deadlines and budget commitments.
	Team members	• Participate in discussions regarding key aspects of project delivery. • Provide assistance to ensure the delivery of projects.
	Internal stakeholders	• Develop and maintain effective working relationships to ensure projects are delivered fit for purpose within agreed service standards.

	Who	Why
External	Key external stakeholders	• Develop and maintain strong working relationships with external stakeholders with open channels of communication to provide for the exchange of information on the delivery and progress of works, as required. • Ensure compliance with agreed customer service standards for the delivery of new infrastructure.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name) *(Signature)* *(Date)*

Selection criteria

- Tertiary qualifications in Civil Engineering or equivalent, and extensive demonstrated relevant experience.
- Well-developed project management skills with a proven ability to manage multiple projects with competing deadlines in a construction environment.
- Excellent written communication skills including the preparation of specifications, correspondence and reports.
- Strong communication and interpersonal skills with demonstrated abilities in achieving outcomes with a variety of stakeholders.
- Demonstrated experience in procurement and contract management practices and processes within an environment of strong governance.
- Experienced in the use of software programs that supports the management and delivery of projects.
- Demonstrated experience in the Microsoft Office suite of products.
- Knowledge and understanding of the role and responsibility under the *WH&S Act 2011*.

Licences/tickets:

- General Construction Induction (CIC – White Card). - Desirable
- Driver Licence – Class C.

Essential credentials

Qualifications		Skill Step required
2547	Bachelor's degree in science or engineering (and relevant Water industry experience)	Entry
Licences / tickets		
1292	Driver Licence – Class C	Entry
2125	Completion of Council's Employee Induction Training	Entry
2609	Code of Conduct Training Online	Entry
2680	Cultural Awareness Training	Entry
1805	Construction Induction Certificate (White Card)	Entry

Skill step progression plan

Entry Level	
1001	• Must have 100% of entry level skills.
2582	Undertake procurement in accordance with Council policies and delegation.
2256	Well-developed time management skills with the ability to identify priorities, plan and organise own work to meet expected timeframes.
1593	Demonstrated experience in project management.
1084	Demonstrated ability to monitor budgets within areas of responsibility
1356	Demonstrated experience in the design, construction and operation of water supply infrastructure
1359	Demonstrated experience in a fast passed construction/engineering environment.
1267	Demonstrated ability to use computerized information and control systems
2194	Demonstrated ability to communicate and relate technical information appropriately to your target audience
Skill Step 1	
1001 1451	• Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
2572	Demonstrated ability to prioritise and achieve milestones within allocated time frames, both individually and in small teams.
2629	Demonstrated ability to deliver projects on time and budget whilst ensuring quality, safety and environmental outcomes are met.
1657	Demonstrated ability to effectively advise the Projects Manager on resource requirements based on-industry calculations and project requirements
1833	Demonstrated ability to prepare work activity reports including site monitoring and assessment
1465	Demonstrated ability to develop, implement and manage works programs
Skill Step 2	
1001 1002 1452	• Must have 100% of entry level skills + • 100% of Skill Step 1+ • Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.

2300	Demonstrated ability to ensure project outcomes are achieved in accordance with project plans
2163	Demonstrated ability to prepare and deliver formal presentations to Senior Management on water operations related issues
2628	Demonstrated ability to manage multiple, concurrent, complex minor projects with limited supervision.
2630	Demonstrated ability to implement innovation in the delivery of projects to achieve cost savings and/or improvements to overall project outcomes
1264	Demonstrated ability to develop and document technical specifications and procedures
Skill Step 3	
1001 1003 1453	• Must have 100% of entry level skills + • 100% of skills step 1+2 • Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
2646	Demonstrated ability to source equipment using Council's purchasing system in accordance with Council policies and delegations.
1310	Demonstrated ability to prepare an environmental assessment for a specific project
1305	Demonstrated ability to identify opportunities for enhancements to projects after review of plans, drawings and specifications
1740	Demonstrated ability to prepare technical specifications in a timely manner
1664	Understand the risk assessment process and complete risk assessments as required
Skill Step 4	
1737	• To be determined in consultation with your supervisor, subject to approval by the General Manager.