

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Civil Works Engineer
Position Number	
Department	Works
Section/ Stream/ Unit	Civil Works
Classification	Level 7 – 8, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Civil Works Manager

POSITION OBJECTIVES

This position is responsible for the delivery of transport, stormwater and parks and open spaces services.

KEY RESPONSIBILITIES

- Identify and scope capital and operational projects based on asset data and community and staff feedback.
- Manage and coordinate the delivery of approved projects in line with Council and statutory requirements.
- Procure goods and services in accordance with Local Government regulations and Council's policies and procedures.
- Manage contracts in accordance with contemporary contract management practices, including acting as Contract Representative/ Principal's Representative.
- Provide leadership to ensure that outcomes are achieved within time, cost, quality requirements.
- Oversee site construction of awarded contracts and day labour works including site inspections.
- Prepare submissions as required that may include funding applications, budgets, project progress and management reports.
- Engage with internal and external key stakeholders in relation to project delivery and completion including Government agencies, community members and contractors in accordance with Council's engagement framework.
- Provide reports, recommendations and advice on technical matters and project activities to management, Council, public and organisations.
- Ensure all work is undertaken in accordance with relevant legislation, standards and specifications.
- Develop and document work practices and procedures as required.
- Refer matters that may impact upon the business of Council and employees to the relevant Manager.
- Facilitate improvements in productivity through improved work procedures, systems, and information availability.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- Proven track record in delivering infrastructure projects within required timeframes, budgets, and quality constraints.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.

- A proven track record in the pursuit of quality services, including setting and meeting of high standards with a strong customer focus.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of projects and lead innovation and change.
- High level knowledge of financial, governance and risk management.
- A thorough understanding of budget preparation, control of budgets and cost controls at the project budget level.
- Capacity to operate effectively in a political environment.
- Demonstrated experience in the preparation of tender specifications, contract management, and the management of work programs.
- Demonstrated experience with the management and supervision of civil project staff, consultants and contractors.
- Working knowledge of legislation and Australian Standards applicable to the role.
- High level of computer-based systems skills, including business related application software.
- Demonstrated high level and practical knowledge of workplace health and safety requirements in a construction environment, including risk assessments.
- At least 5 years practical experience in a similar role.

Qualifications, Training and Licences

- Tertiary qualifications in Engineering or equivalent qualification.
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

Desirable

- Working knowledge of Local Government legislation, standards, systems and processes.
- Post Graduate qualifications in Project Management.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.