

POSITION DESCRIPTION

Senior Project Engineer (Capital Works)

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| Position number | EN22 | |
| Directorate | Community Assets and Infrastructure | |
| Service unit | Engineering Services | |
| Classification | Band 7 – (Moorabool Shire Council Enterprise Agreement No 10, 2023) | |
| Organisational relationships | Reports to | Capital Works Coordinator |
| | Directly supervises | Nil |
| | Internal relationships | Managers, other Council service units, all staff |
| | External relationships | Contractors, consultants, statutory authorities, government authorities, residents, and public |
| Probation period | 6 months (applies to all new employees) | |
| Approved by (position title) | General Manager Community Assets and Infrastructure | |
| Date | August 2025 | |
| Position purpose | <ul style="list-style-type: none"> ▪ To provide support to the Capital Works Coordinator in meeting the objectives of the Engineering Services Unit – <ul style="list-style-type: none"> ○ In the coordination and delivery of the Capital Improvement Program, with a focus on project management and contract management ○ With technical guidance, support, and direction for Project Engineers, Design Engineers, Technical Engineers & Surveillance Officers ○ Providing quality capital works outcomes within designated timeframes and budget with a focus on safety. | |

Key responsibilities and duties

Project and Contract Management

- Establish and/or participate in project control groups and governance arrangements for projects
- Liaise with project owners to ensure service delivery requirements are met in the design and construction phases
- Undertake design risk and value management exercises for projects assigned
- Ensure statutory permits are in place for projects in accordance with project schedules
- Development of technical specifications, procurement, evaluation, appointment, and management of contractors
- Manage the delivery of assigned projects, ensuring completion within the approved project scope, quality, environmental, timeframes, available budget and adopted Council protocols
- Supervision and surveillance of contractors ensuring that work is carried out in accordance with legislative requirements, specification, and contract documentation.
- Provide expert advice and reports to management and Council on capital works projects, as required, in relation to:
 - Technical aspects of projects and construction
 - Cost estimates and scoping of works
 - Project scheduling
 - Preparation of specifications
 - Contractor performance
- Provide timely, accurate and effective reports on project delivery progress, issues, or variations where scope, financial or timeline adjustments may be required
- Assess and verify works carried out against contractor payment claims and budget, and process payments
- Contract administration ensuring documentation and systems are up to date
- Ensure handover of completed projects to project owners, asset, and operational departments

Financial/Grant Management

- Effectively monitor and coordinate project expenditure and associated budgets
- Periodically prepare detailed financial reports on project or service performance inclusive of expenditure analysis and future projections against available budget
- Administer project financials in accordance with specified procedures and policies
- Liaison with grant funding bodies, and adherence to grant funding agreements. Including milestone reporting, variation requests, project completion reports and other required reporting

Customer Service

- Communicate with project stakeholders and other departments of Council in relation to project delivery with professional and accurate technical advice
- Provide high level customer service ensuring that all enquiries are dealt with promptly and courteously and that the response is in accordance with Council's customer service standards
- Monitor the status of the customer request system and phone requests related to assigned projects.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.



Moorabool

Shire Council

60% of the time or more

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| Always | Rely on this capability for effective delivery of position duties and objectives | 60% of the time or more |
| Often | Used often but not as consistently to achieve position duties | 30% - 60% of time |
| Occasionally | Occasional use only, not as regularly for the achievement of position duties | 30% or less of the time |

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| Self-Management | Demonstrates personal growth and resilience, supporting a positive emotional climate | <ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity | Always (all roles) |
| Communication | Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact | <ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence | Always |
| Action & Achievement | Drives outcomes with purpose, ambition, accountability, and action | <ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management | Always |
| Community & Inclusion | Collaborates across Council, open and accepting of differences, creating community value | <ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement | Always |
| Innovation & Change | Engaged and supportive of change, with the courage to persevere through uncertainty | <ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management | Always |
| Business Performance | Delivers outcomes with commercial and organisational nous | <ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology | Always |
| Strategic Mindset | Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes | <ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose | Always |
| Leadership | People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours | <ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational | Often |

Classification definitions

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| Accountability and extent of authority | <ul style="list-style-type: none"> • The position has a high degree of autonomy receiving little day-to-day management • Accountable for the attainment of budget targets, meeting applicable corporate and project timeframes and compliance with legislative requirements under financial delegation. • Responsibility is to provide specialist technical advice and direction to clients. The freedom to act is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of clients. • Technical guidance and direction, in collaboration with the Capital Works Coordinator. |
| Judgement and decision making | <ul style="list-style-type: none"> • There will be a high degree of complexity in the work undertaken, with judgements often made without reference to management however an organisational perspective is critical to the formulation of advice and recommendations. • Sound professional behaviour and application of technical skills is required, as these will have substantial impact on the outcomes delivered. • The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation. |
| Specialist skills and knowledge | <ul style="list-style-type: none"> • The position requires proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities • A broad and sound knowledge of civil engineering applications, project management and contract management skills will be required to meet position objectives • Financial management skills including estimating, and the ability to monitor costs and achieve budget targets are essential to the success of this position • Computer skills including understanding of and ability to use and apply a variety of relevant software applications • Awareness of the political and legislative environments applicable to this role • A sound understanding and knowledge of Occupational Health & Safety and Risk Management principles and practices • Skills in civil engineering design and knowledge of civil infrastructure maintenance practices would be advantageous |
| Management skills | <ul style="list-style-type: none"> • The position requires skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives in the most efficient way, despite conflicting pressures. • Ability to organise and arrange work priorities and commitments to meet a demanding workload. • Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances • Ability to give clear and concise instructions and guidance to contractors and consultants. |

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| | <ul style="list-style-type: none"> • Ability to monitor and achieve Council Plan, Services Unit Plan, and budget targets • Work at continuous improvement by documentation of processes and procedures for the Engineering Services unit as required |
| Interpersonal skills | <ul style="list-style-type: none"> • High level of oral communication skills and the ability to communicate with Councillors clearly and professionally, staff at all levels, contractors, and the public. • High level of written skills and the ability to prepare technically correct and concise contract documentation, memos, letters, and Council reports. • Negotiation skills and the ability to gain co-operation and assistance from other Council staff and contractors and officers from other organisations. • Public relations and conflict avoidance skills in dealings with other Council staff, contractors, and the public. |

Qualifications, skills and experience

Qualifications

- A tertiary diploma qualification or greater in Civil Engineering, or Project Management in infrastructure delivery, from an appropriately recognised institution with several years of relevant work experience.

Skills and experience

- Demonstrated expertise in the areas of road and transport infrastructure construction works including project and contract management principles
- Expertise in quality, safety, and environmental management systems
- Demonstrated ability to interpret civil engineering design and related technical engineering and computer skills.
- Proven strong focus on developing and delivering high standard customer service in a timely manner.
- Demonstrated highly developed communication skills (written & verbal) with the ability to develop strong working relationships both internally and externally

Licences and registrations

- A current Victorian Driver's Licence
- Construction Induction (White) Card

Physical and psychological requirements

INSTRUCTION - This section describes the physical and psychological demands of the role. Delete the "✓" that do not apply. Delete instruction when complete

| Condition/Activity | Constant | Frequent | Occasional | N/A |
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| Manual handling weights - above 10 kg | | | ✓ | |
| Manual handling – above 5 kg below 10 kg | | | ✓ | |

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| Working with arms above head | | | | ✓ |
| Manual handling – lifting above shoulder | | | | ✓ |
| Repetitive bending/twisting | | | | ✓ |
| Using vibrating / powered hand tools | | | ✓ | |
| Close inspection work | | ✓ | | |
| Working in dusty / slippery / wet conditions | | | ✓ | |
| Wearing safety shoes/boots (steel cap) | | | ✓ | |
| Wearing hearing / eye protection | | | ✓ | |
| Using chemicals | | | | ✓ |
| Repetitive hand washing / cleaning | | | | ✓ |
| Working at heights | | | ✓ | |
| Working in confined spaces | | | | ✓ |
| Working in heat (over 35 C) | | | ✓ | |
| Working in cold (under 5 C) | | | ✓ | |
| Driving vehicles | | | ✓ Light vehicles only | |
| Operating plant | | | | ✓ |
| Using a keyboard | ✓ | | | |
| Writing by hand | | ✓ | | |
| Transcribing from hard copy | | ✓ | | |
| Audio transcription | | | | ✓ |
| Handling difficult customers onsite | | | ✓ | |
| Handling difficult customers offsite | | | ✓ | |
| Making decisions that impact on other employees (disciplinary / restructure / investigation) | | | | ✓ |
| Other _____ | | | | |

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

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| Employee Acceptance: <i>(name and signature)</i> | |
| Date: | |

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.