



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Project Engineer
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Level 8 <i>Queensland Local Government (Stream A) Award - 2017</i> in conjunction with Mount Isa City Councils Certified Agreement
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Major Projects

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## POSITION OBJECTIVE

This is a dynamic position requiring the incumbent to deal with a diversity of engineering related tasks. The successful applicant must be willing to become versed with the multi disciplines of Local Government engineering and be prepared to multitask regularly. The position's objectives include:

- Management, supervision, documentation and inspection of Council projects.
- Preconstruction activities, including survey, design and documentation for all asset classes.
- Supporting duties to engineering, town planning, water and sewerage, health (including parks and gardens).
- Assist with project management of preconstruction and project delivery phases of capital projects to ensure desired project outcomes are achieved in accordance with Statutory Regulations, Council Policy and objectives.
- Provision of technical advice and support to the Infrastructure Management and Works sections.
- Assist with the documentation of Council's Asset Management System e.g. monitoring, revision, implementation and asset data collection.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Major Projects

Supervises: NIL

## REQUIREMENTS OF THE POSITION

### Skills, Knowledge and Experience

- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- High level of communication and report writing ability;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Analytical and practical problem solving skills and risk management awareness to facilitate ready interpretation of outputs and recommendations;
- Knowledge of and commitment to EEO and OHS principles, practices and legislation;
- High level of negotiation skills essential;
- Demonstrated knowledge of budgetary matters;
- Sound understanding of the multi discipline Engineering environment;
- Competence and knowledge in the use of design methods, design software, project management systems, tenders and contracts, asset management systems, data collection and monitoring programs;

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- High level of computing knowledge including Microsoft Suite of programs;
- Knowledge of Council's corporate applications;
- Ability to gain an understanding of Local Government responsibilities, operations, policies, procedures and Acts/ Legislation;
- Knowledge of relevant legislation, codes and guidelines relating to design and delivery of infrastructure;
- Demonstrated knowledge or ability to gain knowledge of Council Policies and Statutory Authorities requirements;
- Possess an aptitude for gaining experience in the design, documentation, procurement, project management and construction of infrastructure projects;
- Experience working in an Engineering/ technical environment;
- Sound level of computer literacy with a preferred knowledge of MS Office software package, AutoCAD, MapInfo or similar;
- Practical experience and detailed knowledge of infrastructure design and project delivery functions and associated service delivery programs to achieve nominated Levels of Service.

**Qualifications**

- Bachelor of Engineering (Civil) or Associate Degree in Civil Engineering (or equivalent) with substantial experience in project management is essential;
- Eligible to be a member of the Institution of Engineers Australia is essential.
- Possession of a current WH&S Construction White Card is essential; and
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to commencing in the role.

**Training**

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

**KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

**Project Management**

- Responsible for developing and improving effective management of Council projects;
- Prepare and update documentation relating to Capital Works projects;
- Liaise with Consultants, Contractor and other relevant parties to ensure effective implementation of projects;
- Secure relevant permits or approvals required for the projects;
- Ensure that WH&S and Council policies are being adhered during project implementation;
- Responsible for Project and Contract Management and evaluation of each project for efficiency and project management betterment;
- Responsible for the effective project documentation and record keeping;
- Ensure that projects are delivered to Council standards and within budget;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

**Responsible for Pre-construction Activities**

- Collate appropriate information data require for the project e.g. survey data, design information, relevant permits etc;
- Liaise with internal and external parties to ensure that the Council's needs and expectations are communicated clearly and met;
- To carry out reciprocal checking of designs, plans and estimates;
- Responsible to address any technical/contractual queries;
- Prepare and present a report to the Council as require;
- Undertake 'Dial Before You Dig' Investigations within acceptable time limits;
- Project programming and planning;
- Provide quality and high standard plans and drawings as required.

### **Inter Department Assistance and Support**

- Communicate information relevant to the intention of this position, expediently, accurately and concisely to other internal/ external customers as applicable;
- Attendance and provision of valuable input to meetings of Council, committees and other bodies as required;
- Maintain good relationships with internal and external stakeholders.

### **Assist with the preparation and implementation of Council's Asset Management Plan**

- Assist on asset data collection and preparation of Asset Management Plan;
- Assist on the maintenance and implementation of Council's Asset Management Plan in accordance with Council's objectives and strategies including the collection and input of asset data;
- Assist with the ongoing development and maintenance of Council's GIS system and its application with asset management.
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

### **Physical Requirements**

- It is an inherent requirement of the position to be able to occasionally lift weights up to 5 kg;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

### **KEY PERFORMANCE INDICATORS**

- Effective and efficient implementation of projects;
- Completion of project within time and budget;
- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- All assigned tasks completed professionally and on time;
- Regular and systematic performance reporting to the Manager evidenced through the completion of projects within agreed timeframe
- Accountable for positive health and safety practices;
- High level of confidentiality maintained;
- High level of customer service evidenced;
- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Develops, promotes and complies with Council policies and procedures;
- Other targets as outlined in a Performance Review are achieved.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure;

### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

## ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

## WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

## GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

## SELECTION CRITERIA – Project Engineer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Bachelor of Engineering (Civil) or Associate Degree in Civil Engineering (or equivalent) with substantial experience in project management. Eligible to be a member of the Institution of Engineers Australia.	MANDATORY 30%
SC2	Previous experience in a construction and project management environment.	20%
SC3	Sound level of skill in the use of Windows based software including Microsoft Excel, Word and project	20%
SC4	Sound level of ability in analytical problem solving, statistical gathering techniques, comparative research methodologies and report development	15%
SC5	Sound level of skill in the use of MapInfo, GIS, Solidwork and AutoDesk Suite	15%

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**AUTHORISATION**

Manager:                      Graham Bebington

Signature:                      \_\_\_\_\_

Date:                              \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated:              29 May 2013

Date reviewed:                22 July 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Project Engineer Position Description:

Name:                            \_\_\_\_\_

Signature:                      \_\_\_\_\_

Date:                              \_\_\_\_ / \_\_\_\_ / \_\_\_\_