

Position Description

Position:	Engineer/Design Project Officer
Incumbent:	Vacant
Key Result Area:	Asset management
Classification:	Band 7
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
Hours:	40 hours per week (Council works 38 hours paid and 2 hours accrued for one flexi day every 19 days)
Employment term:	Full time
Employment type:	Permanent
Location:	Tallangatta Office
Reports to:	Civil / Asset Engineer
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	January 2017
Document type:	Position Description
Reference:	Personnel

Position Objectives

- Operate as a Design Project Officer and provide civil engineering services for “Green and Brown field” municipal multi-disciplinary projects.
- Lead the implementation of Council’s Domestic Wastewater and Stormwater Management Plans.
- Implement current environmental improvement projects and develop new initiatives.
- Demonstrate positive and supportive behaviours, consistent with Council’s values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.

Key Responsibilities

- Undertake minor, moderately complex and complex projects that may include the design of; road works, buildings/structures, storm water drainage, water and wastewater pipelines.
- Manage a large program of projects, adhering to project management methodology and consistently delivering projects on time, within budget, to agreed quality and with high level stakeholder satisfaction.
- Provide project design services that are cost effective, practical and meet client expectations.
- Manage tree maintenance, tree programs and replacement planning.
- Use engineering skill, judgement and experience to prepare:
 - project briefs and project scoping documentation
 - needs analyses
 - options reports
 - feasibility studies
 - planning reports
 - estimates of cost
 - detail design
 - internal delivery documentation for construction
 - tender documents for construction, or implementation by contract
 - consultancy briefs
 - investigative reports and tender documents for repairs
 - design risk/opportunity assessments
 - specifications
- Provide technical expertise, project direction and support to the Technical Services team and other groups to deliver project outcomes. This includes providing reports and recommendations in the tender and assessment process.
- Operate as a subject matter expert and provide specialist road works and civil engineering technical advice, articulating concepts in 'Plain English', ensuring clarity and consistency of advice.
- Develop and implement construction programs for capital works in consultation with the Director Technical Services.
- Review procedures, policies and practices, and recommend improvements relating to the engineering and design functions.
- Liaise and negotiate with public authorities, consultants, contractors and Council staff to ensure the effective design and delivery of projects.
- Supervise, mentor, coordinate and review/evaluate activities carried out by contractors and council staff.
- Ensure compliance with all relevant construction safety and environment codes, standards, acts, regulations, policies and procedures.
- Ensure effective record management of all documentation.

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

Other

- Fulfill any other duties as directed by the Director Technical Services that are reasonably within the limits of the employee's skills, competence and training.

Additional Factors

- This position may be required to work at various locations within the Towong Shire.

Qualifications and Experience

- Relevant qualifications in Engineering or Project Management, and/or significant relevant experience in the field.
- Current Class C Drivers Licence.
- Construction Induction (White Card).

Accountability and Extent of Authority

- Under the guidance of Director Technical Services, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.
- Competence and experience in managing a number projects simultaneously.

Judgment and Decision Making Skills

- High level judgment and decision making skills as this position will work with a minimum of supervision and be accountable for project outcomes.
- Highly developed analytical, problem solving and investigative skills to provide sound advice, options and recommendations to influence project outcomes.

Specialist Skills and Knowledge

- Civil Engineering knowledge and design skills in roads, drains, water supply, sewerage, parking, and parks.
- Highly developed project management skills with the ability to co-ordinate and manage various projects and resources.
- Highly developed ability to use engineering skill and judgement and create the required documentation.
- Highly developed understanding of various relevant legislative guidelines and standards.
- CAD experience (AutoCAD, Civil Design, Advanced Roads).
- Competence and experience in managing a number projects and resources simultaneously
- Ability to understand and interoperate relative legislative guidelines and standards.

Management Skills

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to manage and supervise contractors where required on projects. May also guide and provide advice to council staff.

Interpersonal Skills

- Excellent written and oral skills ensuring consistency and clarity of advice, including report writing to the Council and other stakeholders.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources to gain co-operation to achieve work outcomes.
- Highly developed consultation and negotiation skills with the ability to influence project outcomes.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting		X				
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors		X				
Isolation eg. tip supervision			X			
Sedentary eg. computer operation					X	
Dusty environment eg. quarry		X				

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

Juliana Phelps

Chief Executive Officer

Date: