



## Job and Person Specification

<b>Position:</b>	Project Engineer
<b>Department:</b>	Works & Infrastructure
<b>Reports to:</b>	Manager Infrastructure & Development Services
<b>No of Direct Reports:</b>	2
<b>Award / Level:</b>	Professional Level 3
<b>Date:</b>	TBA

### Position Objective

The Project Engineer provides professional engineering expertise to support the planning, design, delivery and ongoing management of Council's infrastructure assets.

The role contributes to sustainable asset outcomes by delivering high-quality technical advice, supporting capital works and development activities, and ensuring compliance with legislative, safety, environmental and financial requirements.

The position engages with internal and external stakeholders, including Council teams, contractors, developers and the community, providing clear technical advice and representing Council in discussions to support informed decision-making.

The position will require adherence to our organisational values of "Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions."

## 1. Infrastructure & Asset Management

- 1.1. Provide expert engineering advice for asset planning, condition assessment and lifecycle management.
- 1.2. Support development and implementation of asset management plans, systems and long-term renewal strategies.
- 1.3. Undertake asset data analysis and modelling to inform long-term financial planning and prioritisation.
- 1.4. Ensure asset records and documentation are accurate and aligned with Council's asset governance requirements.

### Performance Measures:

- a) Asset planning and management activities are informed by accurate data, sound analysis and engineering advice
- b) Asset data, documentation and systems are maintained to support compliance with Council governance requirements and long-term planning

## 2. Engineering Design & Technical Advice

- 2.1. Lead and review engineering assessments, concept designs and technical specifications, ensuring compliance with relevant standards, legislation and Council requirements.
- 2.2. Provide high-quality, evidence-based technical advice and recommendations to support organisational decision-making.

2.3. Interpret field data and translate findings into practical engineering solutions.

*Performance Measures:*

- a) Engineering assessments, designs and technical advice are accurate, practical and compliant with relevant standards, legislation and Council requirements
- b) Technical advice supports informed decision-making and results in effective, fit-for-purpose engineering outcomes

**3. Project Delivery & Contract Management**

- 3.1. Provide professional engineering input into project scoping, feasibility, procurement and contract documentation to support effective project delivery.
- 3.2. Oversee the delivery of capital works projects to ensure time, cost, quality and risk objectives are achieved.
- 3.3. Undertake site inspections and verify engineering works to ensure compliance with specifications and standards.
- 3.4. Identify and manage project risks and implement appropriate mitigation strategies.

*Performance Measures:*

- a) Projects are delivered in accordance with agreed scope, budget and timeframes, with risks effectively managed.
- b) Engineering works comply with approved specifications, standards and contract requirements.

**4. Development & Subdivision Assessment**

- 4.1. Provide professional engineering advice on development applications and subdivision proposals to support informed decision-making.
- 4.2. Assess and determine infrastructure design compliance with Council standards and statutory requirements.
- 4.3. Represent Council in technical discussions and negotiations with key stakeholders.
- 4.4. Contribute to the delivery of timely, consistent and compliant development outcomes.

*Performance Measures:*

- a) Development and subdivision applications are assessed in a timely manner and in accordance with Council standards and statutory requirements.
- b) Engineering advice and stakeholder engagement support consistent, compliant and informed development outcomes.

**5. Financial & Resource Management**

- 5.1. Manage project budgets and expenditure. Preparing and delivering financial reporting and forecasting.
- 5.2. Optimise the use of resources to support effective project and operational delivery.

*Performance Measures:*

- a) Project budgets and expenditure are effectively managed, with accurate and timely financial reporting and forecasting.
- b) Resources are utilised efficiently to support effective project and operational delivery.

**6. Stakeholder Engagement**

- 6.1. Coordinate with project stakeholders, including clients, subcontractors, and regulatory authorities, to ensure smooth project progress and compliance with specifications.

## 7. Policy, Standards & Compliance

- 7.1. Contribute to the development and review of engineering policies, standards and procedures.
- 7.2. Ensure all engineering activities comply with relevant legislation, regulations and Council frameworks.

## 8. Work Health & Safety (WHS)

- 8.1. Comply with Council's Work Health and Safety policies, procedures and legislative requirements.
- 8.2. Ensure engineering activities and project delivery incorporate safe work practices and risk management principles.
- 8.3. Identify and report hazards, incidents and risks in accordance with Council
- 8.4. Ensure contractor compliance with relevant WHS legislation and requirements.

## 9. Key Relationships

- 9.1. Internal: Manager Infrastructure; Asset Management; Works Operations; Planning/Development Services; Finance; Procurement; Corporate Services; Governance.
- 9.2. External: Contractors; Developers; Consultants; Surveyors; Utilities; State Agencies; Community stakeholders.

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in civil engineering or a closely related engineering discipline, recognised in Australia</li><li>• Demonstrated strong engineering judgement and ability to interpret and apply relevant legislation, standards and regulatory requirements.</li><li>• Proficiency with GIS, CAD and asset management systems.</li><li>• Experience in project delivery, procurement, risk assessments and contract administration.</li><li>• Experience providing Asset Management and technical leadership and mentoring capability, providing design/technical advice, delivery/risk development assessments, and asset data modelling.</li><li>• Strong Stakeholder engagement.</li></ul>
<b>CRITERIA KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"><li>• Experience in local government environment.</li><li>• Membership of Engineers Australia and/or Chartered status.</li><li>• Strong analytical, problem-solving and decision-making skills.</li><li>• Ability to manage competing priorities and deliver outcomes.</li><li>• Strong written and verbal communication skills.</li><li>• Collaborative and solutions focused approach.</li><li>• Commitment to continuous improvement and safety.</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Demonstrates open and honest communication and builds effective stakeholder relationships</li><li>• Fosters a collaborative and positive team environment</li><li>• Takes a proactive, solutions focused approach to challenges</li><li>• Acts with integrity, professionalism and sound judgement</li></ul>

<b>DELEGATIONS &amp; AUTHORITY</b>	<ul style="list-style-type: none"> <li>• Provide professional engineering advice and certifications.</li> <li>• Exercise procurement and contract authority within delegations.</li> </ul>
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Current Australian driver's licence – Class C</li> <li>• White Card</li> <li>• National Conviction Check</li> </ul>
<b>EEO</b>	<ul style="list-style-type: none"> <li>• Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• As identified</li> </ul>

**By accepting this position, the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To access information within Council's systems only as required for their role

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By  
Departmental  
Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval By  
General  
Manager \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Position  
Created: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Position  
Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_