

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Project Engineer
<b>Award Classification:</b>	Contract (4 Years)
<b>Employment Conditions:</b>	Guided by the <i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
<b>Department / Branch:</b>	Engineering
<b>Principal Location:</b>	Council Office, Hughenden
<b>Reports to:</b>	Director of Engineering (or as directed)
<b>Direct Reports:</b>	1

### Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle	
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect	
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

### Council Structure

#### Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

#### Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

#### Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

#### Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

### Position Objective

The Project Engineer is responsible for the effective and efficient delivery of Transport and Main Roads (TMR) projects and any other contract works across the Flinders Shire and will ensure that projects are delivered in accordance with relevant TMR standards, technical specifications, Council Policy statements and Construction Management systems.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## **Key Responsibilities**

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### ***Project Management***

- Work closely with the Senior Civil Works Coordinator to ensure delivery of TMR projects within cost and time parameters;
- Responsible for the management and implementation of Projects Quality, Safety and Environmental Management systems with respect to inspections, checklists, documentation and record keeping;
- Project planning and programming;
- Prepare project cost estimations and budgets and prepare, monitor and report on cash flows;
- Assist in the development of the works program, review and update on a regular basis to reflect progress against the base line programs;
- Review and update budgets and cash flows on a regular basis to accurately reflect works program;
- Preparation of progress claims and variations;
- Assist with procurement of materials and supplier management;
- Ensure compliance of works undertaken in relation to technical specifications, applicable legislation, approvals and standards with a focus on Risk Management;
- Co-ordination of labour and plant and material resources; and
- Undertake other related duties as directed by Director of Engineering and within your area of skills and experience.

### ***Administration***

- Prepare monthly reports to the Director of Engineering;
- Ensure general administration and records management requirements are being met, particularly with regard to project specific records;
- Ensure that all workplace health and safety standards are communicated to and followed by the workforce and contractors;
- Ensure that all complaints are directed and addressed in a timely manner and provide recommendations to the Director of Engineering and TMR on infrastructure upgrades to minimise or to avoid repeated complaints or to minimise the operational costs;
- Conduct and present business cases and recommendations to management changes which would facilitate better services to customers or would improve efficiency or reduce costs within the area of responsibility;
- Regularly reviewing all standards and procedures and department procedures ensuring compliance
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Director of Engineering appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### ***Staff Leadership***

- Establish and maintain effective communications with all works employees, relaying information which could be of interest, encouraging questions, replying to them promptly and seeking assistance from responsible sources when necessary;
- Ensure that all workplace health and safety standards are communicated to and followed by the workforce and contractors; and
- Maintain relationships with staff by visiting work sites regularly and leading by example.

- Develop effective relations with stakeholders, both internal and external ensuring positive reflection on Council
- Participate in relevant meetings/forums to raise and address issues, network and liaise with relevant services to maintain good working relations and facilitate access to the programs

### **Public Relations**

- Interfacing with the public where activities may impact explaining the purpose and answering questions to maintain good public relations; and
- Refer complaints to relevant Officers for action and following up results where required.

### **General**

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

### **Administration**

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
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### **Organisational Continuous Improvement & Quality Management**

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

### **Corporate Responsibilities**

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

### **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.

- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

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### **Other Requirements**

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

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### **Organisational Relationships and Delegations**

Internal: Engineering Service Team, other portfolios across Council and senior leaders including Chief Executive Officer and elected members

External: Government departments, contractors, suppliers, general public and other Local Government regions

Delegations: The Project Engineer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

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### **Selection Criteria**

#### ***Essential***

- Hold a Civil Engineering or Project Management Degree Qualification
- Demonstrated experience (minimum 5 years) in road construction works, with experience in TMR Projects being highly regarded;
- Demonstrated experience working in regional and remote locations;
- Demonstrated experience operating within TMR specifications, and a strong understanding of Construction Management systems, compliance and reporting procedures;
- Strong planning and programming skills, with the ability to manage multiple projects;
- Passion for teamwork, ability to work under pressure and multi-tasking;
- Excellent communication skills in verbal and written form;
- Strong commercial sense, cost management and financial reporting skills;
- Excellent time management and prioritisation;
- Experience working with a rural work force is advantageous;
- Excellent computer literacy skills including high working knowledge of the Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs (e.g., Authority, TRIM)
- Unrestricted Drivers' Licence.
- Workplace Health and Safety Construction Industry Certification (Blue Card or White Card).

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**Desirable:**

- Experience in working with any road maintenance software; preferably “Reflect”
- Experience in working with AutoCAD
- Experience in working with any GIS software
- Registered Engineer of Queensland (RPEQ) status

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**Authorisation**

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**Position Approved By:** Misenka Duong, Director of Engineering

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Receipt and Acknowledgement**

I, \_\_\_\_\_ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

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