

Position Description

Project Engineer

Title: Project Engineer

Position Number: PS400

Level: 7

Directorate: Engineering Services

1. Overall Position Objectives

- Project and contract management in the construction and maintenance of Council assets.
- Engineering investigations including liaison with various stakeholders on different engineering matters.

2. Key Responsibilities

1. Carry out field inspections associated with traffic matters, road works, stormwater drainage works and prepare relevant reports as required.
2. Undertake all traffic counting as requested using Councils Metrocount Vehicle Classifier Systems.
3. Contract management including administration of contracts (compliance and performance), development of tender documents, specifications and designs.
4. Project Management of infrastructure works from concept through to finalisation including the implementation of tools and practices to ensure the continuous monitoring of performance.
5. Ensure all work carried out complies with Work Health and Safety Legislation and Town of Cottesloe Policies.
6. Provision of small layout or construction plans and field inspections related to traffic matters, road works, drainage works and footpaths.
7. Provide technical engineering advice for building and planning applications.
8. Prepare plans and maps, in accordance with Australian standards, for presentation internally and externally (public displays).
9. Prepare engineering reports and recommendations and briefing materials for Council, and contribute to the development and review of relevant Council policies and procedures.
10. Prepare applications and supporting documentation for various grant funding opportunities to support Engineering Services projects and initiatives.
11. Maintain and update Council's TRIM records management system by accurately filing and managing engineering project records and documentation ensuring information is current and readily accessible to staff across the organisation.

2.1 Personal Accountability

- Work independently, exercise sound judgement and manage competing priorities to meet deadlines and organisational objectives.

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- Develop and maintain positive, professional and collaborative relationships with internal and external stakeholders.
- Demonstrate behaviours consistent with the Town of Cottesloe's values and Code of Conduct.

2.2 Workplace Health and Safety

- Work with care for their own health and safety and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.
- Not wilfully or recklessly interfere with safety equipment.
- Follow all reasonable policies and procedures.

3. Organisational Relationships

Reports to:

Coordinator Infrastructure

Manager Projects and Assets

Director Engineering Services

Internal Stakeholders:

Chief Executive Officer

Director Corporate and Community Services

Director Development and Regulatory Services

Manager Parks and Operations, Coordinator Parks and Operations & Team Leaders

External Stakeholders:

General public

WA Local Government Association (WALGA)

Government Departments and Agencies

Local government groups

4. Delegations of Authority

As directed by the Chief Executive Officer

5. Selection Criteria

5.1 Essential

1. Professional Degree in Engineering (Civil or Structural).
2. Demonstrated experience in Project Management, Contract Management and Infrastructure Design.

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3. Demonstrated ability to work collaboratively with work colleagues and key stakeholders.
4. Demonstrated ability to build and maintain effective working relationships.
5. Demonstrated ability to work autonomously in prioritising competing tasks and achieving deadlines.
6. Proven ability to develop, analyse options and recommend a preferred cost-effective solution to address root causes of engineering challenges.

5.2 Desirable

- Previous experience working in a Local Government.
- Post-graduate engineering qualification.
- Knowledge and/or experience in 'Metrocount' traffic classification software.
- Developed skills in the use of Microsoft Office suite of applications.
- Sound knowledge and/or experience in Computer Aided Drafting (CAD) software (such as AutoCAD and/or Magnet).

5.3 Appointment Criteria

- Evidence of Australian working rights.
- Evidence of relevant Certifications and Qualifications.
- Current "C" Class Driver's Licence.
- Completion of, or willingness to undertake, a pre-Employment Medical.
- Police clearance (within the last six months).

6. Employment Conditions

- *Town of Cottesloe Industrial Agreement 2024.*
- Town of Cottesloe Code of Conduct.

Prepared by: Manager People and Culture
Director: Director Engineering Services
Date Prepared: 30 October 2026

Approved by Chief Executive Officer: _____

Date of Registration:

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Signed by Employee: _____ Date: _____

Signed by Manager: _____ Date: _____