

1. **Title:** Project Engineer
2. **Level:** LGIA 7
3. **Department:** Engineering Services

4. Position Objectives

-) Project and contract management in the construction and maintenance of Council assets.
-) Infrastructure inspection, data collection, entry of new data into GIS and Asset Management Systems, provision of small layout or construction plans and field inspections related to traffic matters, road works, drainage works and footpath issues.
-) Provide technical engineering advice for building and planning applications.
-) Engineering investigations including liaison with various stakeholders on different engineering matters.

5. Selection Criteria

5.1 Essential

1. **Qualifications and Licences** - Possession of a Degree in Engineering (Civil), Surveying or equivalent (minimum). Possession of a current Class 'C' drivers license.
2. **Technical Skills** – Demonstrated knowledge and experience in civil infrastructure design, construction, maintenance and asset management in a Local Government environment or equivalent,
3. **Project and Contract Management** - Knowledge and experience in project and contract management including the demonstrated ability to develop and administer contracts and monitoring project performance to ensure they are delivered to scope, cost, quality and time.
4. **Communication Skills** - Well developed oral and written interpersonal and communication skills including strong report writing skills, with a particular focus on the demonstrated ability to write succinct Council Reports
5. **Customer Service** - Oriented towards good customer service outcomes with demonstrated ability to manage varying expectations and negotiate towards satisfactory outcomes
6. **Time and Self Management** – Demonstrated ability to work autonomously under limited supervision in prioritizing competing task and achieving deadlines
7. **Decision Making and Problem Solving** – Proven ability to develop, analyze options and recommend a preferred cost effective solution to address root caused of engineering challenges.

5.2 Desirable

1. Knowledge and/or experience in 'RAMM' road asset management software.
2. Knowledge and/or experience in 'Metrocount' traffic classification software.
3. Developed skills in the use of Microsoft Office suite of applications.
4. Ability to establish effective working relationships with external authorities (e.g. contractors, service providers and Government Departments).
 5. Sound knowledge of Geographical Information and their application. (such as QGIS and/or Intramaps)
6. Sound knowledge and/or experience in Computer Aided Drafting (CAD) software (such as AutoCAD and/or Magnet).

6. Key Duties/Responsibilities

6.1 General

1. Communicate in person and by correspondence (written and e- mail) with other Council staff, contractors, ratepayers and residents, service authorities and Government Departments on various complaints, requests and queries and direct work requests to responsible officers.
2. Carry out field inspections associated with traffic matters, road works, storm water drainage works and prepare relevant reports as required.
3. Ensure 'RAMM' road asset data base is kept up to date, with all new road works and drainage installations being recorded.
4. Undertake all traffic counting as requested using Councils Metrocount Vehicle Classifier Systems.
5. Contract management including administration of contracts (compliance and performance), development of tender documents, specifications and designs.
6. Project Management of infrastructure works from concept through to finalization including the implementation of tools and practices to ensure the continuous monitoring of performance.
6. Any other task assigned.

6.2 Geographical Engineering Systems

1. Prepare specialist plans and maps for presentation internally and externally (public displays).
2. Coordinate and manage the collection on spatial data.
3. Maintain, develop and update infrastructure information on Assets Management Systems.

6.3 Administrative Duties

1. Participate in and provide advice on proposed changes to relevant Council policies and procedures.
2. Comply with the Town's Code of Conduct, policies, procedures, Australian Standards, the *WA Local Government Act 1995* and other relevant legislation.
3. Help compile and draft submissions for Governmental funding grants, in the Engineering Services area.
4. Apply knowledge of Councils requirements for Occupational Health and Safety while inspecting on job sites to ensure staff involved in Engineering Services works are in compliance with those requirements.
5. Establish and keep updated a system linked with Council's TRIM records management systems to file all asset/infrastructure drawings and plans, for access by all staff.

7. Key Outcomes

-) Provision of accurate and timely information to clients.
-) Maintenance of accurate records.
-) Compliance with statutory obligations.
-) Development and maintenance of internal procedural documentation.

8. Organisational Relationships

Responsible to:

Manager Projects and Assets
Director Engineering Services

Internal and External Liaison:

Internal: Chief Executive Officer
Director Corporate and Community Services
Director Development and Regulatory Services
Manager Parks and Operations, Coordinator Parks and Operations & Team Leaders

External: General public
WA Local Government Association (WALGA)
Government Departments and Agencies
Local government groups

8. Extent of Authority

Freedom to act within clearly defined, established procedures. Problems usually solved with assistance or reference to procedures, documented methods and instructions. Works under general direction from the Manager Projects and Assets.

9. Special Conditions

Local Government Industrial Award (LGIA) 2020
Town of Cottesloe Enterprise Agreement 2019
Performance based contract if applicable

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Director Engineering Services