

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Civil Project Officer	
<b>Classification:</b> Band 5	<b>Effective Date:</b> February 2025
<b>Reports to:</b> Coordinator Design & Construction	<b>Tenure:</b> Permanent

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The position will aid the provision of high quality, innovative, practical civil engineering services and project management to Whitehorse City Council in the implementation of the Council's Capital Works Program, with an emphasis on effective service delivery and commitment to quality design and construction outcomes.

## Key Responsibilities

### Position Specific Responsibilities

- Provide project design and construction advice to the Coordinator Design and Construction, Manager Project Delivery and Assets, other Council departments and external stakeholders as required.
- Assist with the management of design and construction of projects from conception through to completion including the:
  - Day to day project management of design and construction projects that contribute to the capital works program.
  - Management of consultants in the design of projects and other associated tasks that contribute to the capital works program.
  - Management of contractors in the construction of projects that contribute to the capital works program.
  - Assistance with the preparation of tenders, quotes and other requirements for the provision and procurement of goods and services.
  - Consulting and informing stakeholders and the community.
- Assist with the management of projects associated with the upgrade and maintenance of Council assets including roads, drains, traffic management devices, urban improvement design and construction, sports field lighting, park improvements and play spaces.
- Scope, design, estimate, and consult with project stakeholders including the community and various authorities for a variety of local government capital works projects in accordance with Council policies and procedures.
- Assist with tender / quotation evaluation for various projects encompassing preparation of contract documentation, writing of Council and other reports, processing of payments and all other duties associated with delivering a quality project.
- Assist with the supervision of works to ensure compliance with relevant acts, regulations and guidelines relating to the environment and occupational health and safety.
- Monitor and manage project budgets in consultation with the Coordinator.
- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus across the Design and Construction Team.
- Represent Council in a positive and professional manner.
- Display behaviours and standards in accordance with Council's Enterprise Bargaining Agreement and demonstrate these values through teamwork, professionalism and a commitment to our stakeholders.

### Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

## Authority

### Budget:

- The position will manage assigned project budgets in consultation with the Coordinator.

### Staff Responsibility:

- The position has no direct staff responsibility.
- The position is required to manage consultants and contractors to ensure that projects are completed in a timely manner and within budget parameters.

### Decision Making

- Decision making is defined within established procedures and guidelines using the application of a variety of processes. The position has clear objectives and budgets and the incumbent is to frequently consult with and report to their supervisor.
- The incumbent will be required to identify issues / problems and make recommendations to achieve solutions and objectives.
- The position is responsible for the management of projects as delegated through design, documentation, tender and construction processes.
- The position requires the ability to work independently and use initiative to progress the objectives of Council, consistent with Council's corporate direction.
- The position will exercise judgement in relation to day-to-day work including technical judgement in engineering elements of capital works projects.
- Guidance and advice are usually available within time to make a decision.

## Key Relationships

This position is required to liaise with:

- Other Council departments on projects containing engineering issues, including the resolution of issues relating to design processes.
- Stakeholders including Councillors (in conjunction with the Manager), residents, traders, consultants and contractors.
- Government departments and other authorities as needed.

## Skills and Attributes

### Qualifications and experience

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- Relevant experience in the design, supervision and construction of civil engineering and / or urban design capital works projects.
- Working towards a civil engineering degree highly regarded.

### Technology

- Demonstrated experience and skills in the Microsoft suite of applications (Word, Excel, Outlook and Project).
- Knowledge and skills in AutoCad, Civil 3D, Advanced Roads and CivilCad packages.

### Other technical skills and experience

- Demonstrated knowledge of project management practices particularly in relation to working with consultants and contractors within capital works project delivery, and resolution of design and construction issues.
- The ability to monitor design and construction projects to achieve specific objectives in consultation with the Coordinator.
- Developed design skills to analyse site constraints and opportunities, develop innovative, sustainable solutions whilst understanding and considering site limitations.
- Understanding of water sensitive urban design, environmentally sustainable design techniques and other relevant good design principles.
- Understanding of Occupational Health and Safety legislation and safe work practices, including risk management.
- Understanding of Equal Opportunity legislation and how it relates to the role.
- Knowledge and familiarity of budgeting principles.

### Interpersonal

- Well-developed written and oral communication skills enabling the incumbent to gain cooperation from other Whitehorse employees, contractors, consultants, traders and other stakeholders as required.
- Well-developed presentation skills.
- Well-developed analytical and investigative skills for complex problem solving.

### Leadership/management:

- Political acumen.
- The ability to manage projects and consultants and contractors to timeframes.
- The ability to prioritise own workload and meet deadlines within time, resource and cost constraints, despite conflicting pressures.
- The ability to adapt to changing priorities.
- The ability to work independently with initiative and also contribute effectively in a team environment.

Other Attributes (Desirable):

- Membership of a professional institute,
- Construction Industry Training Card or Red Card,
- Demonstrated experience and skills in local government software for GIS systems, purchasing, customer service and document management.

Notes and comments:

- The position includes inherent physical requirements. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of VicRoads is essential.
- A clear National Police check is essential.
- The position may be required to attend out of hours meetings.

**Key Selection Criteria**

1. Relevant experience with civil engineering and / or urban design capital works projects.
2. Demonstrated project management skills in the delivery of capital works projects.
3. Well-developed interpersonal skills.
4. Experience in and knowledge of environmental issues as well as occupational health and safety issues relevant to the position.

**Physical Requirements**

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Equipment set up – carrying equipment	Intermittent for 5-10mins, up to 5 times per week
	Site measurement	Approximately 5 times per week
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard/mouse interaction	Regular up to 7.6 hours per day
	Equipment set up – carrying equipment	Intermittent for 5-10mins, up to 5 times per week
	Site measurement from high to low position	Approximately 5 times per week
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Equipment set up – carrying equipment , loading and unloading vehicle	Intermittent for 5-10mins, up to 5 times per week
	Site inspections, desktop design reviews	Daily 10 times a day for up to 20 seconds
	Ingress and egress of vehicle	Up to 20 times per week
<b>Standing</b> Tasks involve standing in an upright position	Presenting/site meetings/site inspections	Intermittent - Up to 2 hours, up to 5 days per week
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	Equipment set up – carrying equipment	Short duration up to 10kg, up to 5 times per week
	Site inspections, desktop design reviews	Daily 10 times a day for up to 20 seconds
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Equipment set up – carrying equipment	Short duration up to 10kg, up to 5 times per week
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Equipment set up – carrying equipment , loading and unloading vehicle	Short duration up to 10kg, up to 5 times per week
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	Equipment set up – carrying equipment	Short duration up to 10kg, up to 5 times per week

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Emails, report writing and general office based tasks	Up to 7.6 hours of computer workstation duties
<b>Satisfactory Vision</b> Standard of vision required	Equal to that required for driver's license	Up to 5 hours per day
<b>Working Environment</b>	Site inspections in outdoor conditions	Up to 6 hours per day in various weather conditions  Heat-cool-sun-rain-wind- dust etc
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Equipment set up – carrying equipment  Attending building sites/inspections	Short duration up to 10kg, up to 5 times per week  Up to 5 inspections per day for around 30 minutes per inspection  Potentially walking on uneven surfaces