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| <b>Job title:</b> Project Engineer                   |                                      |
| <b>Classification:</b> Band 6                        | <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.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

## 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 provide 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.

Council has a pipeline of Community Infrastructure projects including public sports courts, sports field lighting, play and active recreation, park upgrades and urban streetscape projects. Drawing on your civil engineering expertise you will be the primary project engineer overseeing the design and project management of these projects.

## Key Responsibilities

### Position Specific Responsibilities

- Provide design and construction advice to the Coordinator Design and Construction, Manager Project Delivery and Assets, other Council departments and external stakeholders as required.
- Manage 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.
  - Management and production of tenders, quotes and other requirements for the provision and procurement of goods and services.
  - Consulting and informing stakeholders and the community.
- Manage projects in 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.
- Administer tenders and contracts for various projects encompassing preparation of contract documentation, writing of Council and other reports, evaluation of tenders, processing of payments and all other duties associated with delivering a quality project.
- Supervise site works to ensure compliance with relevant acts, regulations and guidelines relating to the environment and occupational health and safety.
- Monitor and manage project budgets.
- Assist in the development of strategic advice for Council on asset management issues with infrastructure.
- 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 with assistance from 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

- Bachelor of Civil Engineering.
- BLA Registration.
- Relevant experience in the design and construction of civil engineering and / or urban design capital works projects.

### Technology

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

### Other technical skills and experience

- Demonstrated project management skills particularly in relation to working with consultants and contractors within capital works project delivery, and resolution of complex design and construction issues.
- The ability to coordinate and monitor design and construction projects to achieve specific objectives.
- Well-developed design skills to analyse site constraints and opportunities, develop innovative, sustainable solutions whilst understanding and considering site limitations.
- Excellent understanding of water sensitive urban design, environmentally sustainable design techniques and other relevant good design principles.
- Excellent 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

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

### Leadership/management:

- Political acumen.

- The ability to drive projects and successfully manage 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 demonstrated initiative and also contribute effectively in a team environment.

*Other Attributes (Desirable):*

- Corporate membership of Engineers Australia, or similar 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. Degree in Civil Engineering including BLA registration.
2. Relevant experience in the design and construction of civil engineering and / or urban design capital works projects.
3. Demonstrated project management skills in the delivery of capital works projects.
4. Excellent interpersonal skills.
5. Experience in and excellent 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><br>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><br>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><br>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><br>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><br>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><br>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                |
|   | Attending building sites/inspections                                  | Up to 5 inspections per day for around 30 minutes per inspection |

| Physical Functional Demand   | Specific Physical Job Tasks   | Frequency/Duration of performance of task per day  |
|--|---|--|
|  |   | Potentially walking on uneven surfaces   |
| <b>Lifting/Carrying</b><br>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><br>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  |
| <b>Keyboard Duties</b><br>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><br>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<br><br>Heat-cool-sun-rain-wind- dust etc |