

Position Description Projects Engineer

Directorate	Technical Services
Location	Bland Shire Council 2-6 Shire Street, West Wyalong
Classification/Grade/Band	Grade 12
Position Code	4011 – 35 Hour week
Date Position approved	February 2024

Primary purpose of the position

To assist the engineering services function of Council with an emphasis on creating and sustaining a culture of continual improvement, innovation and efficiency.

Key accountabilities

Within the area of responsibility, this role is required to:

- Survey works as determined by Council's Capital and Maintenance Programmes.
- Prepare detailed engineering designs and drawings for road works, stormwater drainage, sewer and other associated works as needed.
- Undertake review of quality documentation on Council projects.
- Prepare reports and general correspondence as required.
- Liaise with local community, service providers, stakeholders and internal customers to develop and deliver designs.
- Assist with site inspections, investigations and report writing.
- Assist in the development of design options for consideration by management on the appropriate solutions to minor works issues.
- Accurate assessment of technical problems and provision of solutions as outcomes of site survey and investigation
- Assisting with the production of accurate and high-quality design documentations
- Assist with the input and maintenance of data in Council's Asset Management Plan improving service delivery.
- Contribute to the development, documentation and continuous review of engineering work practices, procedures, policies, management plans and systems improving processes in particular Council's Assets Management Processes.
- Undertake survey and design of civil infrastructure to standards and guidelines including the preparation of engineering calculations, quantities and cost estimates.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of Council's Assets. Negotiate task priorities. Ensure safety and quality standards are met.
Senior Design and Assets Engineer	Liaise to clarify tasks and priorities. Escalate issues as appropriate.

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive Council presence. Ensure public safety at all times.

Selection requirements

Criteria:

Essential Criteria:

Current Graduate or currently completing studies in a relevant Degree or Diploma in Civil Engineering allowing membership to the Institution of Engineers Australia.

Class 'C' Driver Licence.

NSW General Construction Induction (White) Card.

Highly Desirable Criteria:

Knowledge in civil engineering, particularly civil infrastructure, construction, design, contracting, surveying and tendering practices.

Knowledge of Engineering technical software applications for example AutoCad and Civil3D.

Understanding of Asset Management Systems, processes and procedures.

Understanding of the Local Government environment and knowledge of Local Government legislations, Australian Standards and relevant engineering regulations.

WHS and EEO

Demonstrated knowledge of and commitment to WHS and EEO principles, practices and legislation.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*





Frequent sitting (driving)	Occasional bending/stooping
Frequent bilateral gross hand manipulations	Occasional Lifting/carrying up to 25kg
Occasional climbing	Occasional Confined space entry
Occasional Pushing/pulling	

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Core Capabilities

- Display Resilience and Adaptability: Express own views, persevere through challenges, and be flexible and willing to change.
- Communicate and Engage: Communicate clearly and respectfully, listen and encourage input from others.
- Think and Solve Problems: Think, analyse, and consider the broader context to develop practical solutions.
- Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly.