



# Infrastructure Project Engineer / Project Manager

## POSITION DESCRIPTION

<b>Position Number:</b>	1485
<b>Portfolio:</b>	Infrastructure
<b>Business Unit:</b>	Infrastructure Project Management
<b>Team:</b>	
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	Manager Infrastructure Projects
<b>Revised:</b>	August 2024

### **General Position Statement:**

This position supports Council's direction by providing project management and contract administration expertise for the delivery of a range of capital infrastructure projects.

### **Specific Responsibilities:**

This position has the following responsibilities:

1. Provide comprehensive infrastructure project management for the planning, design and delivery of infrastructure projects, under limited supervision.
2. Perform the role of Contract Superintendent or Superintendent's Representative as required, for the planning, design and construction of infrastructure projects, demonstrating sound contract administration skills.
3. Provide reliable and informed engineering and construction advice and reports to Council meetings, senior management and internal and external customers as required.
4. Assist with preparations of forward works program submissions and forward-looking financial plans relating to the project management and construction of infrastructure assets.
5. Assess and review the standards and work of other professional personnel, including external consultants and contractors.
6. Review and provide recommendations relating to infrastructure engineering reports, designs and drawings as required.
7. Management of Consultants and Contractors.
8. Ensure that Council infrastructure policies, processes and procedures are followed and that work meets safety, technical and quality specifications.
9. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.



10. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Comprehensive experience relating to project management, contract administration and delivery of infrastructure projects.
2. Experience as a Contract Superintendent or Superintendent's Representative for the administration of infrastructure design, planning and construction contracts.
3. Demonstrated high level of skills to negotiate, work cooperatively with, and assess and review the standards of work of consultants, contractors, members of the public, government agencies and businesses.
4. Ability to assist with the development and implementation of project management and contract administration systems and policies.
5. Provide reliable technical, engineering, project management and multi-disciplinary advice to other departments of Council including advice to owners of projects being undertaken for other Council Portfolios.
6. Ability to effectively operate Council's computer applications and systems, including MS Project, Customer Request, GIS, Correspondence and other relevant systems in relation to: customer requests, works planning, control and costing.
7. Demonstrated time management, planning and organisational skills.
8. Excellent communication (oral and written) and interpersonal skills with a strong focus on writing technical reports and the provision of quality customer service.
9. Sound knowledge of various acts and codes that relate to local government infrastructure design, contracts, construction and workplace health and safety.

#### **Mandatory Qualifications, Licences and Experience**

1. Tertiary Qualifications in Engineering, Project Management or other appropriate discipline, with a minimum of eight (8) years' experience in project management, contract administration and delivery of infrastructure projects.
2. Construction Industry Induction (White Card)
3. Possess and maintain a current motor vehicle driver's licence

#### **Desirable Qualifications, Licences and Experience**

1. Experience in a local government environment
2. Enterprise project/document management software (Tech 1, MS Project , FocusHQ etc)



3. *Registered Professional Engineer Queensland (RPEQ)* with accreditation in the Engineering disciplines would be well regarded

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** - Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an office and site based environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence
3. Ability to complete a satisfactory Functional Capacity Evaluation
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check)
5. Ability to be immunised against Hepatitis A&B and Tetanus

### Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Knowledge Library.





**Acknowledgement:**

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	General Manager Infrastructure
<b>Signature:</b>	
<b>Date:</b>	26/08/2024
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.





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### SELECTION CRITERIA

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<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	Manager Infrastructure Projects
<b>Revised:</b>	September 2024

1. Mandatory Qualifications and Licences:
  - Tertiary Qualifications in Engineering, Project Management or other appropriate discipline, with a minimum of eight (8) years' experience in project management, contract administration and delivery of infrastructure projects.
  - Construction Industry Induction (White Card).
  - Possess and maintain a current motor vehicle drivers licence.
2. Experience as a Contract Superintendent or Superintendent's Representative for the administration of infrastructure design, planning and construction contracts.
3. Demonstrated high level of skills to negotiate, work cooperatively with, and assess and review the standards of work of consultants, contractors, members of the public, government agencies and businesses.
4. Excellent communication (oral and written) and interpersonal skills with a strong focus on technical reports and the provision of quality customer service.
5. Sound knowledge of various acts and codes that relate to local government infrastructure design, contracts, construction and workplace health and safety.

#### **Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.