



## Position Description

### Civil Design Engineer/Project Manager

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At the City of Port Phillip we aim to put our community first. Community first is a mindset that we bring to everything we do. It encourages us to look through the eyes of community, work collaboratively across the organisation and with our community, to improve outcomes, value for money and service.

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

<b>POSITION TITLE:</b>	Civil Design Engineer/Project Manager
<b>AWARD CLASSIFICATION:</b>	Band 7
<b>DEPARTMENT:</b>	Project Services
<b>DIVISION:</b>	Infrastructure and Amenity
<b>DATE APPROVED:</b>	November 2019
<b>APPROVED BY</b>	Manager Project Services



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### ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Coordinator – Civil Infrastructure
SUPERVISES:	Consultants and Contractors
INTERNAL LIAISONS:	Project Services, Enterprise Project Management Office (EPMO), Procurement & Contracts, Asset Management, Sustainability and Transport, and Parks Department. Manager Project Services, Executive Team and Councillors.
EXTERNAL LIAISONS:	Residents, customers, consultants, contractors, statutory authorities, Victorian and Federal Government representatives.

### POSITION OBJECTIVES

- Under the direction of the Coordinator – Civil Infrastructure, provide technical and administrative expertise in relation to “hands on” design, tendering and construction of civil infrastructure and sustainable transport projects.
- With limited supervision work across the organisation, in particular with project sponsors in a productive and constructive manner with open communication, accountability and professionalism to deliver upon Council’s objectives.
- Ensure the Civil Infrastructure team and Project Services department more broadly delivers high quality capital projects on time, within agreed budgets
- Provide sound advice, support and guidance to the Project Services department and to project sponsors regarding project management processes as per EPMO framework and Project Services processes.

### KEY RESPONSIBILITY AND DUTIES

- Carryout “hands-on” design, prepare engineering drawings, estimates, specifications and contract documentation for capital works projects.
- Carryout contract management and works supervision of capital works projects in compliance with council policies, relevant codes, Australian Standards and industry best practice. Delivering projects within allocated time and budget.
- Plan and manage consultations with the community, stakeholders, internal and external parties, as required, to achieve best outcomes for council.
- Provide input and support into the planning, management and delivery of capital projects within allocated time, quality and budget constraints and in line with the EPMO framework and Council’s standards, policies, relevant codes and industry practice.
- Report regularly to the Coordinator – Civil Infrastructure on updates on projects, and on matters of a sensitive, political nature, thereby assisting the Project Services department in meeting Council’s objectives.
- Provide strategic support, within the Project Services department, relating to planning, design, procurement, construction, resource allocation, supervision, surveillance, policing and administration of Council’s assets.



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### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Plan, manage and deliver to the required level of quality, capital projects within allocated time, quality and budget constraints.
- Plan, manage and engage in consultation with internal and external parties in respect to capital related projects, as well as other projects.
- Source, recommend, engage subject to Council's procedures and policies, and manage contractors, consultants and other resources, to undertake capital and other projects within delegated limits.
- Carry out works of Council by performing tasks as directed.

### **JUDGEMENT AND DECISION MAKING**

- With some supervision, provide project management support to the organisation.
- With some supervision, make decisions that are in the best interests of Council and the community as well as being balanced and fair with respect to consultants and contractors providing services to Council.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Extensive knowledge of technical and practical aspects of "hands on" civil design, tendering and construction of capital works projects.
- Extensive experience in applying engineering and project management skills and knowledge with current best practice techniques to resolve problems, both technical and administrative in nature.
- The ability to utilise project management, engineering skills and knowledge together with current best practice techniques to resolve problems.
- Knowledge of budgeting, accounting and financial procedures as they relate to the management of capital works in a local government environment.

### **MANAGEMENT SKILLS**

- Ability to work as part of a team and set priorities.
- Ability to manage site works, utilise contractors and consultants and complete projects to agreed timelines, within a complex service environment.
- Ability to investigate and prepare responses to correspondence and write professional reports.
- Ability to make strategic decisions to ensure the timely, cost-efficient and quality controlled delivery of projects.
- A thorough understanding of OH&S practices, particularly in relation to the management of projects in design and construction phases.



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### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.
- Must have an understanding of and comply with the CoPP OHS Policy, procedures and legislative requirements relevant to the position.
- Communicate with employee health and safety representatives and supervisors about OHS.
- Report any unsafe practices and/or hazards in the workplace and suggest injury prevention measures.
- Required to participate in programs and training to improve risk management including health and safety within the workplace.
- Perform your work in a way that is safe and does not put you or others at risk.

### **INTERPERSONAL SKILLS**

- Ability to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Commitment to working in a team environment.
- Commitment to working across the organisation, in particular with project sponsors in a productive and constructive manner with open communication, accountability and professionalism.
- Liaise with, and gain the cooperation of, clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of Council's interests, as well as the ability to lead, motivate and develop other employees.
- Commitment to high levels of customer service, the development of initiatives, improving practices and identifying opportunities.
- Written and verbal communication skills at a professional level.



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### QUALIFICATIONS AND EXPERIENCE

- A degree qualification in Civil Engineering (Bachelor of Engineering) or equivalent degree recognised by Engineers Australia.
- Relevant knowledge and experience in the delivery of municipal scale civil construction projects predominantly involving roads, drains, transport and sustainability projects, including but not limited to “hands-on” design, tendering, construction, contract management and works supervision.
- Relevant experience with computer aided design, including AutoCAD Civil 3D Civil Site Design and MUSIC software.

### KEY SELECTION CRITERIA

- A degree qualification in Civil Engineering (Bachelor of Engineering) and relevant experience with computer aided design and drafting using AutoCAD Civil 3D Civil Site Design and MUSIC software.
- Relevant knowledge and experience in the delivery of municipal scale civil construction projects predominantly involving roads, drains, transport and sustainability projects, including but not limited to “hands-on” design, tendering, construction, contract management and works supervision.
- Demonstrated ability to work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues and conflict in an effective, timely and transparent manner.
- Ability to live CoPP values of courage and integrity, personal growth and performance, accountability, creative and strategic thinking and working together.