

1. **Title:** **Project Engineer**
2. **Level:** **L7**
3. **Department:** **Engineering Services**
4. **Position Objectives**

4.1 Objective of the position

Provide support to the Project Manager in delivering the Town's infrastructure projects that includes (but not limited to):

-) Foreshore Renewal Project;
-) Beach Access Path Improvement Project;
-) Cottesloe Pylon Restoration Project;
-) Urban Forest Strategy;
-) Cycling Infrastructure;
-) New Works Depot; and
-) New Website.

4.2 Within Section

-) Managing civil and traffic infrastructure projects within the Town of Cottesloe from initial concept phase to construction close-out.
-) Establishing and coordinating external project teams and required work to ensure that projects are running to budget and on time to completion.
-) Preparing reports on the progress of projects.
-) Administering in the role of Superintendent or Superintendent's Representative during the project construction phase.
-) Developing positive working relationships with all internal and external stakeholders, including contractors, consultants and Government agencies.
-) Liaising with the Finance Manager to prepare and maintain project budgets, programs and reporting.
-) Developing project brief's including scope, budgets and programs.

4.3 Within Organisation

-) Liaison occurs with the Manager Engineering Services, public, public authorities, contractors and consultants on works program matters.
-) Value is added to the decision making at Council and Committee meetings.

5. Selection Criteria

5.1 Skills and Knowledge

Skills and knowledge essential for the position:

-)] Well developed Project management skills and experience in civil infrastructure projects relevant to urban enhancement and transport objects.
-)] Highly developed negotiation and conflict resolution skills.
-)] Negotiation, interpersonal, verbal and written communication skills.
-)] Demonstrated knowledge of Standards Australia, Codes of Practices and statutory requirements related to public infrastructure projects.
-)] Experience with project budget management.
-)] Demonstrated analytical skills including identification of problems, assessment of alternative solutions and development of recommendations.
-)] Tertiary qualifications or equivalent experience in Civil Engineering.

5.2 Experience

Experience essential for the position:

-)] A minimum of three years public infrastructure project delivery experience.
-)] A demonstrated commitment to safety in construction works.

Experience desirable for the position:

-)] Local government experience.
-)] Experience in urban redevelopment.
-)] Experience in coastal project delivery.

5.3 Qualifications and/or Training

Qualifications essential for the position:

-)] Tertiary qualifications in Civil Engineering/Surveying and/or significant relevant experience in this field.
-)] 'C' class Motor Driver's Licence.

6. Key Duties/Responsibilities

-)] Project management of a portfolio of public works within the Town.
-)] Develop budgets and monitor expenditure in accordance with Council's adopted budget.
-)] Develop and maintain a high level of public and community contact in relation to the project works.
-)] Ensure that correspondence and inquiries relevant to the department's responsibilities are dealt with promptly and courteously.
-)] Enhance an image of the Town that represents service, vitality and professionalism.
-)] Maintain effective communication with the community and stakeholders through report preparation and correspondence.
-)] Preparation of relevant, concise and comprehensive background materials for presentation to Council.
-)] Ensure that all statutory and legislative requirements relevant to the department are effectively met.
-)] Liaise with other relevant agencies, organisations and groups.
-)] Ensure effective budget management relevant to the section.
-)] Prepare, call and evaluate tenders relevant to the department's activities.
-)] Liaise with consultants or specialists appointed by Council to assist in the department's activities.

-) Prepare project submissions and grant applications.
-) Superintendence for all contract work.
-) Attend and resource any special project committee meetings.
-) Provide advice on progress relevant to projects undertaken by Council.
-) Any other duties relevant to the Town of Cottesloe

7. Organisational Relationships

Responsible to:

Project Manager
 Manager Engineering Services
 Chief Executive Officer

Positions Reporting:

External Consultants and Contractors

Internal and External Liaison:

Internal: Other staff and employees
 External: Ratepayers/general public
 Consultants
 Works and service providers
 Public utilities and authorities
 Government Departments and Agencies

8. Extent of Authority

Operates under the *direction* of the Project Manager within established guidelines, procedures and policies of Council and the statutory provisions of the Local Government Act and other legislation.

9. Appointment Conditions

-) *Local Government Industry (WA) Award 2010*; and
-) Town of Cottesloe Enterprise Agreement 2019.

Prepared by: Manager Engineering Services
Date prepared: 6 February 2020
Document reviewed:

Signed: _____ Date: _____

Signed: _____ Date: _____
 Manager Engineering Services

Signed: _____ Date: _____
 Chief Executive Officer