

# Project Delivery Engineer POSITION DESCRIPTION



<b>Position Number:</b>	4027
<b>Department:</b>	Regional Services
<b>Section:</b>	Fitzroy River Water
<b>Unit:</b>	Engineering
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 6 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
<b>Reports To:</b>	Senior Project Delivery Engineer
<b>Revised:</b>	November 2025

## General Position Statement

This position supports Council's direction by providing project support in the fields of engineering and capital project delivery to Fitzroy River Water to ensure that its services in accordance with required standards and capital works programs are delivered in accordance with budget and prescribed timeframes.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide technical / engineering advice and project support for water and sewerage project delivery activities.
- Development of annual and long-term capital works programs for the operation, maintenance and continued improvement of Fitzroy River Water Assets.
- Preparation of capital project briefs, technical specifications, and scope of works documents.
- Undertake all aspects of Project Management of water and wastewater projects including procurement and tender evaluation, supervision of consultants and contractors and administration of contracts.
- Perform the role of Contract Superintendent or Superintendent's Representative and Contract Administrator as necessary.
- Produce and maintain specific Project Delivery folders, including project evaluation sheets, project management plans, project programs, project budgets, project reports and other systems as necessary.
- Carry out quality assurance including site inspections, review of quality documentation and ensure work satisfies technical and quality specifications and complies with legislation and Council policies, processes and procedures.
- Participate in training as required to carry out the role.
- Analyse technical data to assist with the scoping of water and sewerage projects.
- Development and implementation of Project Management delivery process as required.
- Prepare and assist in preparation of reports as required including but not limited to funding applications, budgets, project progress and management reports.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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## Position Requirements

Your suitability for this role will be assessed against the following competencies.

### Skills/Competencies

- Specialised knowledge of work practices, technical guidelines, procedures and policies relevant to water and wastewater infrastructure, and associated planning, design and delivery.
- Substantial experience in the management of water and sewerage infrastructure projects from project inception, construction to hand over phases.
- Experience in the preparation of tender documentation including scope of works, technical specifications and bill of quantities.
- Substantial demonstrated knowledge of and experience in the administration of construction contracts including Australian Standard contracts.
- Substantial demonstrated knowledge of design management, construction, operations and maintenance of water and sewerage infrastructure.
- Demonstrated problem-solving skills for the optimisation of water and sewerage project planning and project management.
- Demonstrated strong ability to research and draft replies to correspondence, prepare technical reports and other such documentation.
- Demonstrated strong ability to read and interpret plans of moderate complexity, technical specification / performance documents and equipment operation / installation instructions.
- Ability to understand the requirements and interpret current Queensland and Australian guidelines, legislation and standards appropriate to the Water Industry inclusive of but not limited to the Work Health and Safety Act, Water Supply Safety and Reliability Act, Environmental Protection Act and the Queensland Local Government Act.
- Knowledge of and demonstrated experience in the application of workplace health and safety requirements in a construction environment, including risk assessment.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM) and the MS Office Suit (including MS Project).
- Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to assess problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and reviewed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

### Qualifications

- Tertiary qualifications in Engineering with substantial experience in the delivery of water and wastewater infrastructure.
- Hold a Construction Industry Induction (White Card).

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## Desirable Qualifications and Experience

- Qualifications in project management or related project activities.
- Hold or have interest in working towards registration as a Registered Professional Engineer of Queensland (RPEQ).
- Experience working in Local Government.

## Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

## Position Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimum provisional).
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

## Delegations and Authorisations

Financial, Administrative and Corporate 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 Intranet.

## Acknowledgement

This job 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>	Manager Water & Wastewater
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	