

Senior Project Delivery Engineer

POSITION DESCRIPTION



Position Number:	2884
Department:	Regional Services
Section:	Fitzroy River Water
Position Status:	Full Time
Classification:	Limited Term Contract
Reports To:	Coordinator Engineering
Revised:	October 2024

General Position Statement

This position supports Council's direction by providing project support and supervision of a Team in the field of project delivery for Fitzroy River Water (FRW) to ensure that its services in accordance with required standards and capital works programs are delivered in accordance with budget and prescribed timeframes.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

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

- Coordinate the delivery of FRW's approved Capital Works Program including the establishment of the project resource plan that will ensure outcomes are achieved within budget and timeframes.
- Provide expert technical and engineering support for water and sewerage project activities.
- Lead a small team of technical officers / project engineers engaged in project delivery.
- Prepare and review capital project briefs, technical specifications and scope of works documents.
- Review, develop and implement project delivery processes and methodologies including project management plans, procurement and tender evaluations, programs, budgets, reporting and other systems as necessary.
- Co-ordination and supervision of contractors, internal resources and design consultants to facilitate successful project outcomes.
- Deliver training to and mentor subordinates and other FRW Team members relating to the management of water and wastewater projects.
- Provide advice related to project delivery to the Coordinator Engineering & Compliance / Manager Water & Wastewater and other sections of FRW.
- Perform the role of Contract Superintendent or Superintendent's Representative and Contract Administrator as necessary.
- Carry out quality assurance including site inspections, review of quality documentation and ensure works are completed to specifications.
- Develop and implement work practices and procedures related to contemporary project delivery practices.
- Prepare reports as required including but not limited to funding applications, budget submissions, project progress and management reports.
- Identify, assess and escalate technical, financial and / or operational risks relating to project delivery.
- Refer matters that may impact upon the business, Council and employees to the relevant Coordinator or Manager.
- 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

- Technical knowledge of work practices, technical guidelines, procedures and policies relevant to the relevant field of engineering, and associated planning, design and delivery.
- Extensive technical experience in the design, project delivery, management, maintenance and / or operation of water and sewerage infrastructure.
- Proven track record in delivering large capital projects, in particular water and wastewater infrastructure projects within required timeframes, budgets and quality constraints.
- Relevant experience in the preparation of tender technical specifications, supervision of contractors and consultants and the management of work programs.
- Demonstrated knowledge of and experience in the administration of construction contracts including Australian Standard contracts.
- Demonstrated sound knowledge of design, construction, operations and maintenance of water and sewerage infrastructure.
- 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.
- Sound understanding and application of conditions of tendering and conditions of contract.
- Good practical knowledge of workplace health and safety requirements in a construction environment, including risk assessment.
- Ability to effectively operate Council's computer systems including Finance One, ECM, Pathway, and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- 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 analyse 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 analysed 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

Qualifications

- Tertiary qualifications (Bachelor Degree or higher) in Engineering (Civil, Mechanical or Electrical) and extensive relevant experience in the delivery of water and wastewater projects.
- Registered as a Registered Professional Engineer of Queensland (RPEQ) or willing and able to obtain.
- Hold a Construction Industry Induction (White Card).

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Desirable Qualifications and Experience

- Qualifications in project management or related project activities.
- 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.

Position Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- A willingness to undertake a worker’s claim history check to satisfy the inherent physical requirements of the position.
- 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 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 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.

Authorised By:	Manager Fitzroy River Water
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.