

POSITION TITLE:	Design & Projects Engineer
AWARD CLASSIFICATION:	Victorian Local Authorities Award 2001
BAND:	Band 5
DEPARTMENT:	Engineering
LOCATION:	Beaufort Office
INCUMBENT:	Currently vacant / New role
TERM OF TENURE:	Limited Tenure – Temporary Full time
START DATE:	TBD – Jan/Feb 2025
COMPLETION DATE:	Jun 2026 (18 months)
APPROVED DATE:	December 2024
REVIEWED DATE:	NA
PREPARED BY:	Daniel Potter – Manager Engineering

COUNCIL VISION: Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

MISSION: The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

VALUES: Our leadership values are:

Service I will be part of the solution
I will strive to continuously improve how I work
I will do what I can to help get things done
I will do what I said I would do
I will treat all customers as equals

Integrity I will not walk past a standard that I want to uphold and keep
I will honour the commitments I make
I will do what is right, not what is easiest
I will be transparent and accountable in my decision making
I will be accountable for my actions and inactions

Respect I will be mindful of the impact that my words and actions have on others
I will strive to keep commitments
I will treat others as they deserve to be treated
I will encourage diverse opinions and perspectives, even when they challenge my own
I will include people in decisions that affect their work

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Engineering
Supervises:	None
Internal Liaison:	All council staff including but not limited to planning, local laws, engineering, assets, works, finance, and frontline teams.
External Liaison:	General public, suppliers, contractors, consultants, and other Government departments/authorities.

1. POSITION OVERVIEW:

The role of the Design & Projects Engineer within the Engineering team will focus on assisting the delivery of assigned projects within Pyrenees Shire Council. These assigned projects will mainly be projects associated with the \$2 million TAC funded 'Safer Local Roads & Streets Program' (SLRSP).

The role will assist with:

- a) Project management of assigned projects including the design, tendering, time, financial, quality and community engagement management of road and road safety projects.
- b) Assist in the program management of the Pyrenees Shire Council's 'Safer Local Roads & Streets Program' within the \$2 million Pyrenees Shire Council allocation including program reporting to Transport Accident Commission (TAC) & State Governments Department of Transport and Planning (DTP).
- c) Support and carry out feature surveying.
- d) Participate in engineering computer aided design (CAD) of road, traffic, and Council assets, etc.
- e) drafting responses to engineering enquiries and engineering referrals from other internal teams including planning, assets & works,
- f) assisting with engineering enquiries from the community/public,
- g) Other assigned tasks withing the engineering team.

This is a fantastic opportunity to be involved in delivering improvements to road issues within Pyrenees Shire Council while also build knowledge within the project management and engineering fields.

2. POSITION KEY SELECTION CRITERIA

- a) Desired qualification in civil engineering, project management or knowledge and understanding of civil engineering and project management principles.
- b) Experience and knowledge of project management and quality control, with an emphasis on roads, bridges, drainage, and related infrastructure.
- c) Demonstrated time management skills.
- d) Excellent interpersonal communication and stakeholder relationship management skills, including the ability to work in a team environment and work collaboratively.
- e) Demonstrated ability to adapt quickly to new situations, show initiative and respond positively to challenges and strive for continuous improvements.
- f) Knowledge and experience with feature surveying.
- g) Experience in CAD software including road design knowledge.

- h) Current driver's license.

3. KEY RESPONSIBILITIES & DUTIES:

3.1 Position Responsibilities

- a) Refine designs of assigned infrastructure projects including road safety projects within Council's Safer Local Roads & Streets Program, road projects within Council's Roads to Recovery Program and other Council infrastructure projects.
- b) Complete feature survey's with Council's GPS and Total Station Equipment on assigned projects.
- c) Undertake data collection for engineering works.
- d) Carry out Council road and traffic monitoring programs.
- e) Oversee contractor compliance with all Work Health & Safety (WH&S), environmental programs and procedures on projects and maintenance within position scope.
- f) Preparation of drafting, engineering plans, specifications and cost estimates.
- g) Project manage assigned projects through the different project stages including planning (eg. investigations, design, approvals, etc), Procurement (eg. tendering), Construction (eg. time, financial, quality, community management, etc) and project Completion.
- h) Complete site inspections of engineering issues to draft solutions, inspect construction works and complete onsite meetings with internal works teams/external contractors.
- i) Any other duties as reasonably directed by Manager Engineering, within the employee's skill, competence and training.

3.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

3.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

3.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

4. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> Understand, articulate and give expression to PSC's Mission, Vision and Values to others. Take pride in being trustworthy. Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day to day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. Establish methods for staying in tune with industry trends. Understand the wider environment in which PSC operates by keeping up-to date with new developments. Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> Think positively and remain open-minded even when faced with obstacles. Be resilient and flexible in approach to work. Think creatively when implementing change initiatives in the context of your work. Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> Respond to requests for service in a timely and thorough manner. Do what is appropriate to ensure stakeholder expectations are met. Prioritise stakeholder needs. Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> Demonstrate high levels of personal engagement and inclusiveness amongst peers. Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. Be a team player; share information and see the benefits of working as a team. Keep others informed and up to date about what is happening.
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> Provide accurate and timely information in the right amounts to others to support their work. Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. Pay attention and listen to others, taking time to build rapport. Demonstrate respect for others and how they are feeling.

Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) To provide best practice in delivering authorised works and the efficient and timely completion of the key responsibilities and duties outlined in this agreement.
- b) Support the Engineering Team in the timely delivery of projects in accordance with specifications.
- c) The incumbent is responsible for the planning of own work and the effective provision of the service in accordance within established procedures and policies.
- d) Ensure all organisational reporting; Council management meeting requirements are accurately completed and on time.
- e) Ensure Council's document management and customer tracking systems are utilised, and correspondence is actioned within required time frames.

6. JUDGEMENT AND DECISION-MAKING

- a) Plan daily functions and coordinate specific tasks to ensure outcomes are achieved.
- b) Provide accurate advice by making informed decisions based upon up to date information.
- c) Exercise judgment and decision making as required for the functions of this position in accordance with appropriate professional standards.
- d) To determine when to seek advice from senior officers with respect to undertaking the key responsibilities and duties outlined in this agreement.

7. INTERPERSONAL SKILLS

- a) Excellent written and verbal communication skills
- b) Demonstrate punctuality, initiative and enthusiasm.
- c) An ability to cooperate with fellow employees and participate as an integral part of a team is required.
- d) Ability to gain cooperation, respect and assistance from other employees, clients and members of the public.
- e) A "Can Do" attitude.

8. MANAGEMENT SKILLS

- a) Ability to effectively manage time and plan work to achieve targets.
- b) Ability to assist in the process of reviewing and implementing policies and practices relevant to the position.

9. SPECIALIST KNOWLEDGE AND SKILLS

- a) Application of civil engineering practices and business management.
- b) An understanding of project management and quality control, with a focus on roads, bridges, drainage, and related infrastructure.

- c) Ability to introduce systems for the collection and analysis of data, performance reporting and monitoring.
- d) Excellent knowledge of Microsoft products and knowledge of other database and software applications relevant to the position.
- e) An understanding of engineering drawings and conceptual plans.
- f) An understanding of infrastructure inspection and data collection techniques and processes.

10. QUALIFICATIONS AND EXPERIENCE

- a) Desired qualification/currently undertaking studies for civil engineering or knowledge and understanding of civil engineering principles.
- b) Experience in Local Government or a similar field are desirable.
- c) Demonstrated database management skills and exposure to a range of spreadsheet and word processing packages.
- d) Current Driver's Licence.

11. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature:	_____	Supervisor signature:	_____
Employee name:		Supervisor name:	
Date:		Date:	
CEO signature:	_____	Manager People & Culture signature:	_____
	<i>Jim Nolan</i>		<i>Norman Prueter</i>
Date:		Date:	