**POsition description**

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| POSITION TITLE: | **ENGINEER** |
| DIVISION: | **INFRASTRUCTURE AND ASSETS** |
| DEPARTMENT: | **ASSETS** |
| SECTION: | **ENGINEERING** |
| CLASSIFICATION: | **BAND 6** |

**POSITION OBJECTIVES:**

The key objectives of the position are:

* To project manage the delivery of the Parking on Narrow Streets annualised Capital Works Program.
* To apply engineering skills in a variety of areas including Traffic Engineering and Engineering Design and to ensure that industry best practices are met in accordance with relevant standards and guidelines.
* To apply organisation and project management skills to complete tasks and projects within time and budget requirements.

**KEY RESPONSIBILITIES AND DUTIES:**

1. **Parking on Narrow Streets Program:**

* Maintain the Hume City Parking on Narrow Streets Policy including review, amendments, community engagement and Council readoption.
* Maintain the Parking on Narrow Streets Project List including customer service requests/engagement, parking surveys, analysis and priority assessment.
* Project manage the delivery of the Parking on Narrow Streets annualised Capital Works Program including but not limited to:
  + The preparation of a concept plan, streetscape plan, detail design plan, specification, estimate and bill of quantities.
  + Consultation with internal Council Departments, external authorities, utility services and residents.
  + The procurement of services, the supervision of consultants, contractors, and liaison with all relevant stakeholders.

1. **Plans, Specifications and Estimates:**

* Undertake engineering designs, specifications and cost estimates for Parking on Narrow Streets civil infrastructure projects utilising computer aided design software in accordance with relevant design standards, guidelines, and codes.
* Undertake assessment and approval of Parking on Narrow Streets civil engineering design plans from other Council staff, consultants, and government authorities to relevant standards, guidelines and codes.
* Obtain all relevant project approvals including but not limited to town planning permit, environmental and cultural heritage, utility service authorities and government authorities.
* Undertake all relevant consultation with internal stakeholders including Parks and Open Space regarding existing and new street trees.
* Undertake community engagement.
* Prepare project tender and request for quotation documents including schedules, specifications and contract documentation including the evaluation of tenders and quotations submissions.
* Undertake engineering surveys for the design and setting out of works.
* Utilise Council’s Project Management Framework and relevant processes and systems.

1. **Traffic Engineering:**

* Undertake and provide solutions to matters relating to traffic management and transportation ensuring that applications and customer requests are dealt within the shortest possible time.
* Deliver a proactive and analytical approach to resolving customer interactions through effective questioning, negotiation, and conflict management.
* Undertake Local Area Traffic Management and other traffic studies including consultation with individuals, community groups and stakeholders.
* Undertake traffic data collection and surveys including the management consultants undertaking traffic surveys.
* Evaluate and oversee the impact of development applications and consultants reports on transport, traffic, and parking. Attend meetings with developers and consultants to represent and negotiate Council’s position.
* Assess and approve externally submitted Traffic Management Plans.
* Coordinate traffic and parking control for special occasions and events.
* Investigate and prepare reports for presentation to the Executive Leadership Team, Committee and Council meeting.
* Investigate and prepare external funding applications for infrastructure safety improvement proposals and attend meetings to represent Council’s position.
* Investigate, provide, and promote road safety education.
* Investigate and improve pedestrian and bicycle safety and accessibility. Encourage walking and cycling as a safe alternative to car travel.
* In conjunction with other Council sections, disseminate information and promote community road safety awareness.

1. **Other Duties:**

* Provide both internal and external customers with accurate and timely responses to technical and general enquiries/complaints.
* Investigate report and perform other duties as directed by the Coordinator Traffic and consistent with the general requirements of this position.
* Establish and maintain productive and cooperative relationships with internal customers, external agencies, and the community.

**OTHER RESPONSIBILITIES:**

**The position may need to provide engineering support to the following sections:**

1. **Design Project Planning:**

* Project manage the delivery of multi-discipline design services and approvals for Assets Design and Council’s Capital Works Projects, to ensure that projects are delivered within the required timeline and budget.
* Project management includes but is not limited to the preparation of project implementation plans, project briefs, project programs, procurement of survey/design and consultancy services, obtaining all relevant approvals including town planning permit, environmental and cultural heritage assessment including approvals, land acquisition, community engagement, consultation and negotiation with stakeholders, provision and alteration of authority utility services, cost estimate, tender and contract documents, scheduling and time management, financial management and asset handover.
* Apply technical engineering skills, experience and knowledge in the assessment and approval of civil engineering plans, estimates, specifications, and tender/contract documents for civil engineering infrastructure projects.
* Work collaboratively with internal and external stakeholders to ensure timely delivery of projects and programs.
* Utilise Council’s Project Management Framework and relevant processes and systems to progress work as required.

1. **Asset Management:**

* Assist with the development and maintenance of the Asset Registers which relate to Council’s Asset Management Strategy and are linked to Council’s Capital Works Program.
* Assist with the condition evaluation of Council’s assets lifecycle and costings, including but not limited to sealed road, gravel roads, drainage network, footpaths, bridges, and buildings.
* Maintain Asset Registers by updating all new assets, including subdivisions and Capital Works.

1. **Capital Works:**

* Evaluate construction tenders including the preparation of contract awarding reports.
* Undertake contract administration including monitoring contractor’s performance, programs, progress, quality of work, progress claims, contract payments, assessment of contractor claims and price variations to ensure compliance with contract completion dates and budgets.
* Supervise engineering projects ensuring the compliance of contractors with approved plans, specifications, and relevant safety requirements.

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Coordinator Traffic |
| Supervises: | Consultants, Contractors, and Work Experience Students. |
| Internal Contacts: | All Council Departments / Sections including outdoor staff. |
| External Contacts: | Consultants, developers, service authorities, statutory authorities, councils, State and Federal Government, businesses / companies, community groups, and members of the public / ratepayers. |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic, and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

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| Icon  Description automatically generated | We’re better, every day  We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it together  At Hume, everyone matters. We welcome and include all.  Respect and safety is expected. |
| Icon  Description automatically generated | We show up  We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for Hume  We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Sustainable Environment Department leads Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

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| **POLICE CHECK:**  The incumbent must have and maintain a current Police Check | |
| **WORKING WITH CHILDREN CHECK:**  The incumbent must have and maintain a current Working with Children Check | YES  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK**   * The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) * The incumbent must undergo a Pre-Employment Audio Test | YES  NO  YES  NO |
| **PSYCHOMETRIC ASSESSMENT**  The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | YES  NO |
| **OTHER DUTIES**  Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. | |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Displaying and promoting Our Hume Values & Guiding Behaviours
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
* Authorised to investigate, evaluate, provide solutions to matters and report outcomes to customer within the general parameters of the position with minimal supervision and subject to the level of delegation authorised by the Coordinator.
* Undertake civil engineering designs, schedules, estimates, specifications, and prepare tender documents in accordance with relevant design standards, guidelines and codes within allocated project budgets and timelines.
* Project manage the delivery of civil infrastructure projects within allocated budgets and timelines.
* Undertake assessment and approval of civil engineering design plans from other Council staff, consultants and government authorities to relevant standards, codes, and guidelines.
* The freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievements of goals and objectives.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Ability to solve problems and exercise sound independent judgement within relevant legislation, standards, policies, and guidelines.
* Ability to analyse, consider options, develop solutions, and decide on the most appropriate action to achieve the desired outcome within the scope and duties of this position.
* Guidance and advice are usually available.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Demonstrated technical knowledge in Traffic, Design, Project Management, Construction Supervision and Asset Management.
* Demonstrated application of related engineering software packages including computer aided design.
* Project management skills in the design delivery of civil infrastructure projects.
* Sound knowledge of relevant acts, regulations, standards, policies, and guidelines.
* Well-developed analytical, investigative, and problem-solving skills.
* Knowledge of and familiarity with the principles and practices of budgeting and financial procedures.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Manage time, set priorities, deal with conflicting priorities, and plan and organise workload.
* Manage projects through the planning phase, design phase, procurement phase and construction phase.
* Ability to effectively supervise and manage consultants and contractors engaged in the preparation of projects within the area of responsibility.
* Ability to manage competing demands to deliver services to agreed standards taking into account organisational, legislative and financial constraints.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Self-motivation, initiative, problem identification and solving skills.
* Well-developed skills in report writing and correspondence for a wide range of audiences.
* Well-developed verbal communication skills and the ability to articulate complex matters simply, clearly, and logically in a professional and courteous manner to a wide range of audiences.
* Ability to liaise, collaborate, obtain assistance or cooperation from staff, consultants, contractors, members of the public or other contacts external to the organisation to achieve the objectives of the position.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Bachelor’s degree in civil engineering to be eligible to maintain membership of Engineers Australia.
* Experience in traffic engineering, civil design, assessment of engineering plans, tender/procurement documents, project management, construction supervision and asset management systems.
* Computer literacy, including the use of relevant engineering software, computer aided design and project management.
* Current Victorian driver’s license.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
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| Manual handling weights – above 10kgs |  |  |  |  |
| – below 10kgs |  |  |  |  |
| Manual handling frequency |  |  |  |  |
| Repetitive manual work |  |  |  |  |
| Repetitive bending/twisting |  |  |  |  |
| Repetitive kneeling/squatting |  |  |  |  |
| Working with arms above head |  |  |  |  |
| Lifting above shoulder height |  |  |  |  |
| Using hand tools – vibration/powered |  |  |  |  |
| Operating precision machinery |  |  |  |  |
| Close inspection work |  |  |  |  |
| Wearing hearing protection |  |  |  |  |
| Wearing eye protection |  |  |  |  |
| Wearing safety shoes/boots (steel cap) / gum boots |  |  |  |  |
| Wearing other relevant PPE |  |  |  |  |
| Working in dusty conditions |  |  |  |  |
| Working in wet/slippery conditions |  |  |  |  |
| Working with chemicals/solvents/detergents |  |  |  |  |
| Washing hands with soap (hygiene) |  |  |  |  |
| Working at heights |  |  |  |  |
| Working in confined spaces |  |  |  |  |
| Working in chillers (+4 degrees C) |  |  |  |  |
| Performing clerical duties |  |  |  |  |
| Working on a keyboard |  |  |  |  |
| Driving cars and/or trucks |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Other special features (e.g. nature of chemicals, travelling requirements etc): | | | | |
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**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. | |
| Name (Please print): | |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Degree in Civil Engineering recognised by the Institute of Engineers Australia.
2. Professional Engineers Registration in line with the *Professional Engineers Registration Act 2019* or working towards.
3. Demonstrated experience in project management, design and assessment of civil infrastructure engineering projects including specifications, estimating and tender documents.
4. Demonstrated knowledge, skills and experience in Traffic Engineering including analysis, evaluation, options, and solution.
5. Demonstrated organisational and project management skills including the scheduling of tasks, the procurement of multi-discipline engineering services, and approvals ensuring that timeframes and financial requirements are met.
6. Well-developed interpersonal skills including verbal and written communication, influencing and negotiation, and customer service.
7. Proficiency in computer skills including experience in the use of traffic engineering, civil design, computer aided design and project management software.
8. Current Driver’s Licence.