Project Engineer

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaburra District Regional work and travel as required
Status	Full Time, Non-award Position (Above Award)
Industrial Instruments	Industrial Relations Act 2016
Classification	Based on experience and assessed qualifications
Reports to	Manager Engineering
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaburra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



Key Responsibilities

General Responsibilities:

- Complete engineering projects by organising and controlling project elements.
- Develop project objectives by reviewing project proposals and plans and conferring with management.
- Contribute to project schedules, milestones, and key deliverables to ensure construction activities are safe and disruption free, delay and inconvenience minimised for customers and other affected public, road and transport users, adjacent businesses, stakeholders, and the community during the performance of contractor activities.
- Analyse the effects and significances of, but not limited to, noise and vibration, air quality, traffic and transport, heritage, waste, water, and energy management to minimise impacts on the environment.
- Contribute to team effort by accomplishing related results as needed.
- Complete technical studies and prepare cost estimates.
- Confirm product performance by designing and conducting tests.

Project Management:

- Determine project responsibilities by identifying project phases and elements, assigning personnel to phases and elements, and reviewing bids from contractors.
- Determine project specifications by studying product design, customer requirements, and performance standards.
- Determine project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
- Maintain project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Control project plans by reviewing design, specifications, and plan, scheduling changes, and recommending actions.
- Control project costs by approving expenditures and administering contractor contracts.
- Prepare project status reports by collecting, analysing, and summarizing information and trends, recommending actions.
- Maintain a project data base by writing, entering, and backing up data.
- Ensure that Council Quality Standard, Environmental Control and Job Safety Practices are effectively implemented and executed in every phase of the project.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), and occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Degree qualification in Civil Engineering or equivalent field.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Relevant experience in the design and construction of civil engineering projects, such as stormwater drainage, road construction, and road rehabilitation works.
- Demonstrated project management experience.
- Extensive experience in contract development and management for civil engineering projects, including contract preparation, procurement, and administration.
- Proven ability to deliver civil construction projects from concept to completion, including construction documentation, detailed cost estimates, and monitoring of time, cost, and quality.
- Strong understanding and application of relevant legislation, standards, and guidelines.
- Basic knowledge of engineering software such as AutoCAD, RapidPlan, and Microsoft Project.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	