



POSITION DESCRIPTION

Project Officer

Incumbent:	VACANT
Department:	CEO Office
Reports to:	Civil Engineer
Employment Status:	Full Time (1 EFT) 3-months Fixed Term
Commencement Date:	
Completion Date:	
Award Classification:	Band 5
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

This position is responsible for providing assistance and support to the engineering and infrastructure teams.

In particular, the preparation of designs for Council infrastructure projects, supervision and project management of civil and structural municipal works, and the design and drafting of Councils works program projects, sign design and general engineering enquiries.

Key Responsibilities

- Prepare works programs and project delivery schedules in line with Councils current capital works plan
- Supervision and project management of civil, structural and general municipal works carried out by both direct labour and through contracts
- Assist with the survey of Council's roads and assets when directed in relation to established reference levels and co-ordinates where available, ensuring that data is measured and recorded within defined tolerances
- Ensure that field work is conducted in a manner which ensures the health and safety of all employees as defined by relevant codes of practice or Council directives
- Arrange for and/or prepare engineering design and drafting of Council's works program projects, sign design and general engineering enquiries
- Input data associated with Councils Assets into the Council Asset Management System
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Authorised to make decisions within the boundaries of the incumbent's skills, experience and areas of responsibility
- Accountable for the accuracy and appropriateness of the decisions made
- Authorised to make recommendations to the Civil Engineers in the functional areas of design engineering and general municipal engineering
- Freedom to act within this position is set by clear objectives and frequent and regular consultation with the Civil Engineers.



POSITION DESCRIPTION

Judgement & Decision Making

- Take appropriate action to ensure contract obligations are met
- The ability to make decisions on routine matters relating to the infrastructure department
- Make judgements as to the most effective, efficient, and innovative engineering solutions using guidelines, professional experience and technical knowledge to solve problems
- Make decisions relating to engineering and works solutions within the scope of the position
- Guidance and advice are usually available from the Civil Engineers within time to make a choice.

Specialist Knowledge & Skills

- A capacity for creativity, long term planning and strategic thinking
- Knowledge of relevant regulations, acts, and contract standards
- Possess excellent customer service skills
- Developed computer skills with experience in the use of engineering design software such as Auto Cad
- An understanding of the underlying principles that relate to the position.

Management Skills

- Demonstrated ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints
- Be able to plan and organise work to achieve project completion within time constraints as assigned, setting priorities to effectively manage workloads
- Be capable of effectively supervising contractors.

Interpersonal Skills

- Excellent verbal and written communication skills
- The ability to work with other employees within a team environment
- The ability to write reports and prepare external correspondence that is relevant to the responsibilities of the position.

Qualifications & Experience

- A tertiary qualification in Civil Engineering or related knowledge and skills gained through on the job training within a similar position or field. Or lesser formal qualifications with demonstrated work skills and relevant experience; and
- A current Victorian driver's licence.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		