



Position Description

POSITION DETAILS	
Date of PD	September 2020
Position Title	Senior Project Engineer - Parramatta Light Rail (24 months temporary full-time)
Position Grade	12
Directorate Business Unit	City Assets & Operations City Assets and Environment Civil Infrastructure
Reports to	Supervisor – Civil Assets
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW

This position is primarily responsible for representing the Council's interests associated with the construction of the Parramatta Light Rail (PLR), applying a high level of site monitoring and supervision of a diverse range of civil, building and landscape works, and ensuring a high level of quality and integrity throughout the construction process to ensure that those assets transferred to Council's ownership at the end of the project are to the required high standard.

The position will need to manage and respond to a number and diverse range of matters, some ill-defined, and have the autonomy to be able to seek the most appropriate assistance/response from the most relevant area across the organisation.

KEY RESPONSIBILITIES

Site Construction monitoring

- Manage the response to a diverse and varying complexity of matters, Act as main 'point of contact' and Coordinate with relevant key staff and undertake site inspections of a diverse range of civil, building and landscape construction works being delivered in association with the PLR to ensure Council's interests are represented and delivered as agreed.
- Ensure contractual requirements as per the Council's Development Agreement with Transport for NSW (contract documents) are adhered to, and follow up on the contract process and approvals as required;
- Investigate site works including the engagement and supervision of necessary resources.
- Report non-compliance works relating to public assets and issue rectification notices to the responsible contractors as/when required

Client & Stakeholder Liaison

- Establish and maintain a solid working relationship with the various stakeholders associated with the PLR so that Council's interests are represented and delivered as agreed.
- Negotiate, mediate and resolve construction issues, including technical decisions on a daily basis, to achieve positive outcomes.
- Make decisions within delegated authority to ensure optimal safe outcomes are achieved.
- Consult and liaise closely with the Program Interface Manager PLR and with relevant stakeholders in relation to project construction matters, contract documentation, management and administration.
- Attend internal weekly PLR Communications, Business and Operations meetings on behalf of City Assets and Environment business units
- Attend meetings with external stakeholders in consultation with the Program Interface Manager PLR

Workplace Administration support

- Achieve quick familiarity with PLR Drawing Design plans and relevant Council documents (Urban Design Guidelines and Standards)

- Provide strong administration and documentary support of project relevant meetings, reports and requirements
- Provide timely, accurate and concise progress reports to the Council PLR team
- Create schedules, defect reports and update registers.

Ensuring best practice in QA, WH&S, EEO and IR

- Apply relevant current construction principles and practices to achieve the desired outcome meeting Council Public Domain Guidelines.
- Ensure that quality, safety, environmental and risk issues are appropriately addressed.
- Report back on construction matters that are not in accordance with Council Policy and agreed PLR documentation.
- Ensure all relevant activities adhere to the appropriate legal and statutory requirements including Council's policies and procedures.
- Contribute to business support, archiving and general project administration as required.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organizational effectiveness, by acting ethically, honestly and with fairness.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WH&S legislative obligations.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors and volunteers and the general public.
- Report injuries, accidents, incidents, near misses and unsafe work practices within required time frames, and that corrective actions are taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Attend and complete all required WH&S training, toolbox talks and briefings as directed.

Knowledge

Qualifications (Level)

- Recognised Tertiary level qualifications in engineering, project management and construction works supervision or other related discipline or relevant experience.
- Class 'C' Driver's Licence.

Experience

- Demonstrated relevant extensive experience in construction supervision or a related field - at least 15 years' experience.
- At least 10 years' experience in project and contracts management.
- Extensive knowledge of construction materials and techniques in both documentation of projects and site application.
- Working knowledge of quantity and cost estimation.
- Demonstrated experience in working with multidisciplinary teams.
- Knowledge of relevant legislation.

Skills

- Excellent skills and knowledge of civil, landscape and building construction techniques and ability to understand and interpret engineering and technical designs.

- Excellent communication, negotiation, advocacy and people management skills.
- Strong problem solving skills.
- Working knowledge of the NSW Local Govt. Act and Regulations.
- Demonstrated organisational and time management skills.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: