

POSITION DESCRIPTION

Position Title:	Project Engineer
Position Number/s:	INF-L66
Employment Type:	Full time, Limited Tenure, 30 June 2028 – 72.5 hours per fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 7
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Project Engineer is responsible for the professional management and delivery of civil infrastructure projects from concept planning through to construction, commissioning and handover. The role provides essential technical engineering support, design management, contract administration, and site supervision. The position ensures civil assets – including roads, drainage, water, and wastewater infrastructure – are delivered safely on budget, on schedule, and in compliance with all statutory standards.

ORGANISATIONAL RELATIONSHIPS

Reports to:	INF-010 Manager Engineering and Delivery
Directly supervises:	Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Manage the delivery of assigned capital works and civil infrastructure projects from planning and design through to construction, commissioning and handover.
2. Prepare project scopes, technical specifications, cost estimates, schedules, procurement documentation and contract documentation.
3. Administer construction contracts, including tender evaluations, progress claims, contract variations, extensions of time and defects liability management.
4. Monitor project scope, budget, program and risk to ensure projects are delivered safely, on time, within budget and in accordance with Council's Project Management Framework [Project Management Office \(PMO\)](#).
5. Provide professional engineering advice and review designs to ensure compliance with relevant legislation, Australian Standards, Department of Transport and Main Roads (TMR) specifications and Council standards.
6. Undertake site inspections and construction surveillance to monitor quality, progress, contractor performance and compliance with contractual and technical requirements.
7. Coordinate project quality assurance activities, including material testing, survey verification and the collection of as-constructed information for asset handover.
8. Ensure compliance with applicable workplace health and safety, environmental, cultural heritage and statutory requirements throughout project delivery.
9. Liaise with contractors, consultants, government agencies, utility providers, stakeholders and the community to facilitate project delivery and resolve project-related matters.
10. Prepare technical reports, project updates and financial reporting, and maintain accurate project records in accordance with Council policies and legislative requirements.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in the successful delivery of civil infrastructure projects across the full project lifecycle, including planning, design, procurement, construction and commissioning.
- Demonstrated experience in administering construction contracts, including tender evaluation, contract administration, progress claims, variations and defects liability management.
- Demonstrated experience managing project budgets, schedules, risks and contractor performance to achieve project objectives.
- Sound knowledge of civil engineering principles, Australian Standards, Department of Transport and Main Roads (TMR) specifications, relevant legislation and local government engineering practices.
- Demonstrated ability to interpret engineering drawings, specifications and technical documentation.
- Well-developed project management, analytical and problem-solving skills with the ability to manage competing priorities and meet project deadlines.

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- Well-developed written and verbal communication skills, including the ability to prepare technical reports and communicate effectively with a diverse range of stakeholders.
- Demonstrated ability to establish and maintain productive working relationships with contractors, consultants, government agencies, utility providers, internal stakeholders and the community.
- Demonstrated understanding of workplace health and safety, environmental and risk management principles as they apply to civil infrastructure projects.

| Education/Qualifications |

Essential:

- Degree qualification in Civil Engineering recognised for eligibility for membership of Engineers Australia.
- General Queensland Construction Induction Card (White Card).
- Registration as a Registered Professional Engineer of Queensland (RPEQ), or eligibility to obtain registration within twelve (12) months of appointment.

Desirable:

- Project management qualification or certification (e.g. CPPM, PRINCE2 or equivalent).
- Experience delivering capital works projects within a local government environment.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position will require the incumbent to undertake periodic field visits.
- This position will be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____