

Position Description

Project Engineer - Infrastructure

Updated: June 2026

Position Details

Position No:	500455, 500170
Department	Infrastructure and Sustainability
Employment Status:	Fixed Term
Reporting to:	Manager Water Major Projects
Direct Reports:	0
Indirect Reports:	0
Financial Delegation:	Up to \$10,000
Band/Level	Professional/Specialist Band 3, Level 2
Grade:	Grade 13
Allowances	Nil

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

As a member of the Parkes water and sewer team the Project Engineer will be responsible for the oversight of day-to-day project development and delivery activities of both CAPEX and Major Projects as required in accordance with council requirements.

The Project Engineer is responsible for supporting the planning, design and delivery of major water, sewer and capital infrastructure projects, ensuring outcomes are safe, compliant, cost-effective and aligned with organisational objectives. Working within a matrix environment, the role provides technical expertise across the full project lifecycle, coordinates internal and external stakeholders, contributes to monthly reporting, and supports project managers to deliver projects on time, within budget and to required quality standards, while meeting regulatory, environmental and asset management requirements.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.



Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Supporting the technical delivery of projects, contributing to scope, programme, cost control, risk management, and resolution of engineering issues during design and construction.
2. Ensuring designs and constructed works comply with engineering standards, specifications, legislation, and industry best practice
3. Collaborating to ensure project outcomes are safe, reliable, maintainable and suitable for long-term operation of water and sewer networks.
4. Supporting safe-by-design outcomes and ensuring engineering activities align with WHS, environmental and quality management requirements.
5. Providing technical input into cost estimates, procurement, variations, and contract administration.
6. Coordinating technical inputs, reviewing deliverables, and supporting approvals and compliance during project delivery.
7. Coordinate and collaborate with internal and external stakeholders, including consultants, contractors, regulators, and approving authorities, to support design development, approvals, construction and commissioning activities
8. Prepare and contribute to monthly project reports, including progress, budget, risk, safety and key technical issues, for internal governance and management review
9. Maintain relationship with Contractors, Engineering / Technical Services to ensure designs and constructed works comply with engineering standards, specifications, legislation and industry best practice
10. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Corporate Accountabilities

1. Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
2. Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
3. Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
4. Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
5. Undertake training and attend professional development opportunities, if and as required.
6. Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act*.
7. Identify, assess and treat risk relevant to the position.
8. Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
9. Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.



Position Requirements

Essential

1. Bachelor's degree in engineering (Civil, Mechanical or related discipline)
2. Demonstrated Experience in Engineering Project Management
3. Experience in Project Planning and Contract Management
4. Excellent verbal and written communication skills
5. Proficiency in Microsoft Office, including MS Project
6. Demonstrated Commitment to WHS & EEO Principles.
7. Current and maintained NSW Driver's Licence
8. SafeWork NSW Construction Induction (White Card)

Desirable

1. Relevant work placement or graduate experience in water and sewer operations, preferably within a Local Government environment.

Key Relationships

Who	Why
Internal	
Manager Water Major Projects	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Council Staff	• Provide expert advice on a range of electrical maintenance and asset related issues and strategies. • Optimise engagement to achieve defined outcomes.
External	
Government Departments and Agencies	• Develop and maintain effective and collaborative working relationships. • Optimise engagement to achieve defined outcomes.
Customers and Contractors	• Provide expert advice to resolve complaints. • Negotiate outcomes and timeframes and manage information flow to ensure prompt resolution of issues. • Provide informed responses to queries regarding the processing of applications and the rationale for decisions.



Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
Results 	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
Resources 	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Adept



Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name:

Signature:

Date://



ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Workers	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, Administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	Performance Measure
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	• Work in a safe manner without risk to themselves, others or the environment. • Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work). • Report all incidents, hazards, injuries, illness or property damage, theft or loss. • Participate in agreed WHS consultation arrangements • Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. • Seek assistance/clarification if unsure of WHS rules or procedures. • Report any faulty tools or plant. • Correctly use and maintain all personal protective equipment provided as required. • Complying with emergency and evacuation procedures. • Participate in any required WHS training or induction. • Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. • Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	• To complying with WHS requirements contained within relevant tender/contract documents. • Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees. • Report and share safety concerns/information regarding a worksite where Council workers are present.



ANNEXURE B - Organisational Chart

