

# POSITION DESCRIPTION



|                                  |                                                      |
|----------------------------------|------------------------------------------------------|
| <b>POSITION TITLE:</b>           | Project Engineer                                     |
| <b>AWARD/ CLASSIFICATION:</b>    | Local Government (State) Award 2026 / Band 3 Level 3 |
| <b>DEPARTMENT / DIRECTORATE:</b> | Works / Assets & Infrastructure                      |
| <b>PRIMARY LOCATION:</b>         | Moama   Barham   Moulamein                           |

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## POSITION OBJECTIVES

The objective of this role is to manage and oversee the planning, design and implementation of construction projects within Council. This role ensure that all projects are completed on time, within budget and to the specified quality standards. The Project Engineer will work closely with various stakeholders, including internal staff, contractors, consultants and community members, to deliver projects that meet the needs of the community and align with Council's strategic goals.

## KEY RESPONSIBILITIES

**At MRC, responsibility focuses on defined roles and processes that must be in place to achieve an accountability.**

This role will be responsible for the following:

- Coordinate and supervise allocated engineering and construction projects from planning through to completion
- Ensure that construction is carried out in accordance with the approved plans, specifications, and standards.
- Maintain a high level of communication with Works Superintendents to ensure awareness of scheduled construction work.
- Review engineering drawings, specifications and designs to ensure compliance with relevant standards and project requirements.
- Coordinate the preparation of as-constructed information, asset handover documentation and relevant asset data to support project completion and handover to Council's Assets team.
- Administer construction contracts including assessment of progress claims, variations, practical completion, defects management and contract close-out.
- Assist in the planning and scheduling of allocated projects and works activities.
- Assist in the preparation of estimates for works programs and Council budgets in accordance with current engineering practices, standards, codes of practice and the project design brief.
- Monitor project progress and resource utilisation on allocated projects and report variances.
- Coordinate and manage all purchases associated with the Works Program and within Councils purchasing policy.
- Manage consultants, contractors and internal staff undertaking the preparation of engineering plans, specifications project briefs, tenders, and quotations to ensure compliance with Council's specifications, OH&S legislation, contract requirements and Council's purchasing policy.

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- Provide regular updates to the Manager Works and advise any issues.
- Provide onsite engineering advice and technical support, undertake site inspections and resolve technical issues to ensure compliance with approved plans, specifications and relevant standards.
- Perform all duties and responsibilities in a professional manner and in line with Council's Code of Conduct at all times.
- Engage contractors where required in accordance with council's procurement policy. Ensure contractors provide insurances, safety documentation and are formally inducted on each site. Oversee and supervise work prior to sign off and payment. Ensure work has been completed to a satisfactory standard and in accordance with the brief.
- Ensure environmental sustainability and compliance with relevant environmental regulations.
- Generate purchase orders and receipt them once work has been completed.
- Participate in any tender evaluation processes.
- Provide support for construction works undertaken by internal staff.
- Provide project information and supporting documentation for grant claims and acquittals
- Processing and resolving customer service requests as allocated.
- Participate and/or lead site audits as directed.
- Contribute to Council's requirements under the RMCC with TfNSW.
- Contributes and participates in annual performance reviews and discussions.
- Ability to participate in performance discussions and willing to give and receive constructive feedback.

The incumbent can expect to be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2026.

### ORGANISATIONAL RELATIONSHIPS

|                    |                                                                                    |
|--------------------|------------------------------------------------------------------------------------|
| Reports to:        | Manager Works                                                                      |
| Direct Reports:    | Nil                                                                                |
| Internal Liaisons: | Senior Leadership Team<br>All Staff                                                |
| External Liaisons: | Stakeholders and Committees<br>Technical Specialists<br>Consultants<br>Contractors |

### KEY ACCOUNTABILITIES

Accountabilities align to the key services council must provide both internally and externally. At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities.

**S – Strategic Accountability Holder. Strategy, Concept, Direction**

**B – Business Manager Accountability Holder. Development, Planning and Business Management**

**P – Projects Accountability Holder. Projects, Implementation with Fixed Start/End Date**

**O – Operationalising Accountability Holder. Doing, Delivery, Finalisation, Ongoing.**

**This position contributes to the business unit portfolio accountabilities.**

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### **JUDGEMENT AND DECISION MAKING**

- Make decisions based on knowledge of department goals and objectives and adjust strategies in response to changing circumstances.
- Use previously acquired experience and knowledge to solve problems.
- Guidance and advice would usually be available within the time required to make a decision.
- Identify potential risks, assess their impacts, and develop effective mitigation strategies.
- Clearly articulate decisions, engage stakeholders, and build agreement to ensure understanding and support.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Proficient in civil engineering principles, engineering software, and understanding of local, state, and federal regulations.
- Excellent understanding of technology, procedures, and processes relevant to the unit.
- Undertake the checking and supervision of designs, specifications, and estimates, as required, for construction and maintenance works.
- Knowledge of construction techniques, materials, standards, and the ability to interpret technical drawings.
- Understanding of sustainability practices and expertise in quality control procedures to ensure project adherence to standards.
- Effective stakeholder engagement and financial acumen to manage project budgets and control costs.
- Sound understanding of Transport for NSW specifications.

### **MANAGEMENT SKILLS**

- Effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Inspire, motivate, and support team members while fostering a collaborative environment.

### **INTERPERSONAL SKILLS**

- Outstanding written and verbal communication skills, including the ability to communicate, negotiate and resolve conflict with a wide range of stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to establish rapport and to contribute to a pro-active work culture.
- Adjust to new situations and remain open-minded in interactions.
- Preparation of external correspondence.
- Ability to maintain a high level of professionalism, integrity, and confidentiality at all times.

### **WORK HEALTH AND SAFETY**

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

### **QUALIFICATIONS AND EXPERIENCE**

Mandatory:

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- A relevant Civil Engineering related tertiary Degree or Diploma and eligibility for admission to Member of the Institution of Engineers Australia
- Minimum 5 years industry experience
- Demonstrated experience in construction engineering, including onsite technical support, contract administration and the delivery of civil infrastructure projects
- Understanding of Work Health and Safety (WHS) standards and practices, ensuring a safe working environment for project teams and contractors
- Current Driver's Licence
- National Police Check
- Pre-employment Medical

Desirable:

- A relevant Project Management related tertiary Degree or Diploma.
- Previous experience working in a related position within Local Government and a sound understanding of Local Government processes.
- Previous experience working in or with Transport for NSW.

### Key Selection Criteria

1. A relevant Civil Engineering related tertiary Degree or Diploma combined with at least five (5) years of industry experience and eligibility for admission to Member of the Institution of Engineers Australia.
2. Expertise and experience in road / civil construction supervision and quality control of civil infrastructure
3. Expertise and experience in reviewing engineering drawings, specifications, and design documentation.
4. Expertise and experience in providing advice in accordance with relevant standards, specifications, and guidelines.
5. Expertise and experience in promoting and maintaining a safe working environment by adhering to Work Health and Safety (WHS) standards and practices throughout project activities.

## Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have five core values that drive us and our behaviours.

### Murray River Council values and behaviours

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| RESPECT                                                                                                          | ACCOUNTABILITY                                                                                      | INTEGRITY                                                                         | SUSTAINABILITY                                                                                                                  | EXCELLENCE                                                                                     |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Building trust to foster positive relationships that create an inclusive and supportive workplace and community. | Taking responsibility for decisions and actions and being transparent about processes and outcomes. | Acting honestly and ethically in all council activities.                          | We promote sustainability by committing to practices that support the long-term health of the environment, economy and society. | We demonstrate excellence by committing to high standards in the delivery of all our services. |
|                                 |                    |  |                                              |             |

## Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

|                                  |                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vision, Mission, Values          | <ul style="list-style-type: none"> <li>Abide by and actively live Council's Vision, Mission and Values.</li> </ul>                                                                                                                                                                                                                                             |
| Dignity & Respect                | <ul style="list-style-type: none"> <li>Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.</li> </ul>                                                                                                                                         |
| Work, Health & Safety            | <ul style="list-style-type: none"> <li>Adhere to relevant Work, Health &amp; Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.</li> </ul>                                                                                                                                                             |
| Risk Management                  | <ul style="list-style-type: none"> <li>Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.</li> </ul>                                                                                                                                                                   |
| Records Management               | <ul style="list-style-type: none"> <li>Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.</li> </ul>                                                                                             |
| Customer Service & Communication | <ul style="list-style-type: none"> <li>Ensure a high level of customer service through effective and efficient use of equipment.</li> <li>Liaise with internal and external service providers and always represent Council in a positive and professional manner.</li> <li>Commitment to meeting the needs of the customers (internal or external).</li> </ul> |
| Code of Conduct & EEO            | <ul style="list-style-type: none"> <li>Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.</li> </ul>                                                                 |
| Teamwork                         | <ul style="list-style-type: none"> <li>Treat all colleagues professionally and respectfully at all times.</li> <li>Support other Department activities as required by Murray River Council's Delivery Plan.</li> </ul>                                                                                                                                         |

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| Report writing | <ul style="list-style-type: none"><li>• Contribute to, complete or update Monthly Operational Reporting (MOR) as required.</li><li>• Contribute to additional reporting as required.</li></ul> |
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**Employee Declaration**

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

**INCUMBENT:**

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*Signature & Date*

.....

*Print Name*