

1. JOB IDENTIFICATION:

Title of Position: ASSET/PROJECT ENGINEER

Business Unit: CITY DEVELOPMENT

Reports to: SENIOR ASSETS AND ENGINEERING LEAD

Classification: MOA 6

2. POSITION OBJECTIVES:

The Asset/Project Engineer is responsible for the scoping, development, management and delivery of Council's Annual Renewal Program and Capital Projects relating to civil infrastructure, stormwater drainage, reserves, recreational and open space assets.

The Asset/Project Engineer will:

- Provide asset and project management support to the Senior Assets and Engineering Lead to ensure Council achieves its objectives relating to the management and development of its civil infrastructure and assets.
- Develop and deliver the Annual Renewal Program and Capital Projects relating to road reseals and reconstruction, footpath major maintenance and reconstruction, kerb and water table reconstruction.
- Develop and deliver the Annual Renewal and Capital Projects relating to stormwater infrastructure including detailed design and documentation, procurement and on-ground works delivery.
- Assist the Senior Assets and Engineering Lead in the development, review, management and delivery of the key outcomes of Council's Asset Management Plans.
- Ensure the smooth transition of Capital Projects from assessment to planning, design and implementation in accordance with Council's Project Management and Procurement Frameworks, ensuring strong working relationships across the City Development Division, organisation and provide reports incorporating performance measurement indicators related to project delivery.
- Co-ordinate and undertake community consultation relating to the delivery of programs and projects for the area of responsibility.

3. KEY RESPONSIBILITIES:

General Operational Management

- Ensure the efficient and timely delivery of programs and projects emanating from, Council's Asset Management Plans and other Council strategic directions, managing the various stages of outcomes as required.

This will include the following:

- concept plans, detailed design and documentation and delivery of works;
- streetscape, urban design, infrastructure and environmental projects;
- open space projects; and



- multi-disciplinary projects including operational works relating to the infrastructure works program.
- Assess, consider and respond to all enquiries received and advice sought from Council's Planning Assessment Team regarding stormwater management and flood mitigation as part of Development Applications (DA) process.
- Review the progress of programs and projects for the area of responsibility and report any issues in a timely manner. Issues may include those relating to budget allocations, timing, quality, and stakeholder engagement.
- Assist the Senior Assets and Engineering Lead with the development, management and reporting on the budget for the area of responsibility.
- Ensure project management outcomes are achieved in accordance with the requirements of Council's Project Management and Procurement Frameworks.
- Assist with the development, review and monitoring of Council's Asset Management Plans, procedures and systems across all classes including supporting and the development of Council's Asset Management System.
- Record accurate and timely data related to the condition and Whole-of-Life costing associated with the asset management.
- Prepare reports for Council, the Executive Management Team (EMT) and others as required.
- Ensure effective working relationships and consultation processes are developed and delivered for individuals, community groups, staff, elected members and other stakeholders as appropriate, for the life of the project and beyond if required.
- Ensure that the principles of Water Sensitive Urban Design (WSUD) and Ecologically Sustainability are incorporated into programs and project as applicable and as required.
- Contribute to the development of project related procedures, guidelines and process reviews.
- Undertake effective and responsible project and budget management in accordance with organisational processes, systems and procedures.
- Ensure the achievement of agreed outcomes consistent with business plans, budgets and external funding agreements and ensure ongoing measurement and reporting of these outcomes.
- Comply with the City of Unley's Record Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required.
- Demonstrate and support the City of Unley's values when working with others and the community.



Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.



Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.



SAFE ENVIRONMENT:






- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

ORGANISATIONAL VALUES

Actively support and contribute to the City of Unley's organisational values

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|---|--|
|  | <ul style="list-style-type: none">• Pursue Excellence – we strive for the best in all that we do |
|  | <ul style="list-style-type: none">• Achieve Together – we deliver results by working together across all of Council |
|  | <ul style="list-style-type: none">• Demonstrate Integrity – we do the right thing at all times |
|  | <ul style="list-style-type: none">• Customer First – we understand and deliver on customer expectations |
|  | <ul style="list-style-type: none">• Be Progressive – we think outside the box to innovate and improve |

NOTE: Appointment to this position is subject to successful completion of a pre-employment medical assessment.

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Degree in Engineering (civil) or similar relevant tertiary qualifications in a related field.
- Experience in asset management and project management.
- Driver's Licence – 'C' Class.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Experience working in Local Government.
- Demonstrated experience in managing multifaceted projects related to one or more of the aforementioned areas of responsibility.
- Experience in using asset management software.
- Experience in managing project budgets.
- Experience in managing external consultants.
- Experience in contract management.
- Experience in procurement services.

b) Knowledge

Essential

- High level of knowledge of the technical requirements for the management, upgrade and enhancement of civil infrastructure and assets.
- Working knowledge of design and construction related to civil infrastructure and assets.

Desirable

- Understanding of WHS compliance within a project management framework.
- Understanding of asset management principles, practices and IPWEA templates.
- Knowledge of Customer Service principles and practices.
- An understanding of project management principles.
- An understanding of the concepts of WSUD and Ecologically Sustainability.

c) Skills

Essential

- Excellent time management skills to prioritise workload.
- High level of written and verbal skills.
- Excellent interpersonal and relationship management skills.
- Demonstrated ability to work in a team environment.





Desirable

- Strong customer service focus and commitment to quality customer service.
- Ability to use general Microsoft suite of computing packages.
- Demonstrated ability to plan, schedule and control projects to deliver the desired outcomes on time and within budget.
- Use of analytical and conceptual skills to develop creative and innovative solutions to complex problems.
- Good consultation and negotiation skills for the process of developing and achieving agreed outcomes and resolving conflict.

d) Personal Attributes

Essential

- Positively contribute to the team's overall performance to exceed outcomes and deliver exceptional customer service.
- Possess initiative and self-motivation.
- Energetic, enthusiastic and innovative team player.

By signing this position description the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date:

