



**Brighton
Council**

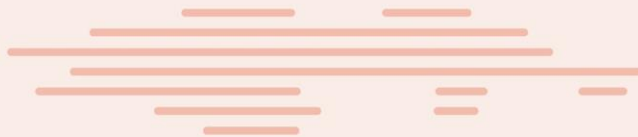
Position Profile

Senior Project Engineer



JANUARY 2024

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Senior Project Engineer

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 14.5% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Free on-site parking
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Asset Services Team the position is responsible for providing a professional range of customer focused and engineering services associated with Council's statutory responsibilities.

1. Experience in the design of stormwater, roads, bridges, reserves, buildings and/or waste management, to ensure service continuity, reliability, improved quality and provision for future growth.
2. Experience in customer service and local government issues.
3. Demonstrated well developed communication, interpersonal and customer service skills.
4. Well-developed computer literacy including Microsoft Word and Excel.
5. Ability to work in a team environment to manage work to achieve group outcomes.
6. Demonstrated experience in management multiple projects with the ability to set priorities, meet deadlines and work with minimal supervision.

Essential

Tertiary qualifications in Civil Engineering or a relevant discipline preferred, with a minimum of 3 years' experience in a similar position and must possess a current driver's licence.

Desirable

1. Experience in Local Government or public works.
 2. Demonstrated understanding of all legislation and regulations relevant to engineering in Local Government.
 3. Experience in stormwater modelling software.
 4. Familiar with GIS, GPS, surveying equipment and practices and CAD.
-

Duty Statement – Senior Project Engineer

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of duty are:
Full-Time: Monday to Friday, 8.15am to 4.45pm (30 minutes lunch) i.e. 19-day month
Flexibility can be negotiated for a 9-day fortnight with the successful candidate.
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 4 February 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Senior Project Engineer

Job Description

Position title:	Senior Project Engineer
Position No:	479
Department:	Asset Services
Program:	Asset Services

Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Professional
Level:	Level 3 (dependent on qualifications and experience)

Position Objective

Provide technical support to the Director Asset Services to forward plan the development of stormwater, roads, bridges, reserves, buildings, GIS and waste management to ensure service continuity, reliability, improved quality and provision for future growth.

Actively participate as a team member in the asset services department, performing all responsibilities and duties efficiently and effectively, and draw upon advice and guidance from the Director Asset Services and other officers within the asset services department where appropriate.

Key Responsibilities

- Assist the Director Asset Services in the design of stormwater, roads, bridges, reserves, buildings and waste management, to ensure service continuity, reliability, improved quality and provision for future growth.
 - Updating, maintaining and providing output data of Brighton Council's stormwater modelling software to assist in the provisions of stormwater management for forward planning and future growth.
 - Collect and record data, to assist with engineering design, forward planning and asset management.
 - Assist the Director Asset Services in asset management for Council's infrastructure including condition assessment, programmed maintenance and life cycle planning.
 - Write and compile data for the submission of grant applications.
 - Assist in interviewing and responding to general public enquires and complaints made in person or by written or telephone communications; answering as many enquires as possible without reference to the Director Asset Services or other officers within the Asset Services Department.
 - Compile written reports and correspondence for signature by the Director Asset Services on various matters as requested. These reports and correspondence may require researching of files, gathering information from other staff members and consultation outside of Council.
 - Provide operational support to field staff in technical matters.
 - Operate Council's GPS and assist with the management of Council's GIS systems.
-

- The Senior Project Engineer may be required by the Director Asset Services to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation, which may not be specifically designated within the scope of this position description.

Organisational Relationship

Report to:	Director, Asset Services
Supervises:	As directed by the Director, Asset Services
Internal liaisons:	Director Asset Services, Senior Management Team, Asset Services staff, other staff, and Councillors.
External liaisons:	General Public; Government Departments and agencies; Statutory Authorities, and other Council's; Community organisations; Local Business; Professional organisations; Solicitors, Engineers, and Surveyors; Suppliers of goods and services etc

Accountability and extent of Authority

Accountability

- Accountable to the Director Asset Services for the efficient performance of all aspects of the position.
- Responsible for ensuring projects are completed on time and within estimated expenditure limits.
- Accountable for accuracy of specialist information provided to General Manager, Senior Management Team, other staff and external customers.

Judgement And Decision Making

- The management of those functions as agreed by the Director Asset Services and limited only by such powers and delegations that may be relevant from time to time.

Extent of Authority

Money	In accordance with Policy 1.12 – Purchasing Officer (C) authority limits.
Staff	As directed by the Director Asset Services
External correspondence	Preparation correspondence for signature by the Director Asset Services.
Council reports	Preparation of reports for approval by the Director Asset Services.

Specialist Skills and Knowledge

- An understanding of the role and function of the position and the Department's objectives within the organisation.
 - Experience in Local Government design, maintenance and construction activities is essential.
 - Knowledge of various provisions of the Local Government Act and other relevant Acts.
 - Knowledge of statutes, procedures and guidelines applicable to the Department.
 - Ability to assess and meet the demands of changing priorities.
 - Commitment to providing quality services for minimum cost.
 - Computer literate, surveying literate and engineering literate.
-

- Knowledge of stormwater management and modelling software.
- Skills in report writing and grant submissions.

Management Skills

- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Achievement of results within set time frames against conflicting priorities.
- Financial skills, including cost and quantity estimating.
- Ability to monitor and achieve budget targets.
- Ability to motivate staff in a supportive manner.
- Public relations and conflict avoidance and resolution skills.
- Negotiation skills.
- Ability to manage time, set priorities, plan and organise one's work, to meet set objectives both internal and external of the organisation.
- Good understanding of management practices and personnel practices related to occupational health and safety and processes in local government.
- Ability to gain co-operation from all levels of staff.

Interpersonal Skills

- High level of written communication skills.
- High level of oral skills.
- Team oriented and customer service approach.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- Ability to write reports and prepare external and internal correspondence.

Qualifications And Experience

- Tertiary qualification in Civil Engineering or a relevant discipline, with a minimum of 3 years working experience in a similar position.
- Sound understanding of the framework in which Local Government operates.
- Experience in stormwater management and modelling is highly desirable.
- Current driver's licence.
- Must be familiar with use of survey and GPS equipment, computer aided design, geographic information system software, Civil Engineering software, spreadsheets and databases.
- Computer literate, surveying literate and engineering literate.

Work Health & Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace; to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.
 - To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.
-

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
- Adhere to and assist in the continuous improvement of Council's risk management systems.

Job Environment

Present occupant: Vacant

Hours of employment: Full-Time: 38 hours per week

Hours are 8.15am to 4.45pm (30 minutes for lunch), allowing for a 19-day month, flexibility of hours may be negotiated to a 9-day fortnight.

Leave entitlements: In accordance with Councils Enterprise Agreement

Job Description Approval

Job analyst: Callum Pearce-Rasmussen

Date analysed: January 2024

Approved by: General Manager

Date approved: January 2024
