

<i>Position Title:</i>	Senior Project Engineer	<i>Effective Date:</i>	November 2021
<i>Department:</i>	Capital & Service Delivery	<i>Job Location:</i>	Bairnsdale Office
<i>Reports To:</i>	Manager Capital Program Delivery	<i>Supervises:</i>	Project Managers (1-3 staff)
<i>External Contacts:</i>	Customers, consultants, developers, contractors, government agencies and others as required.		
<i>FTE Classification:</i>	1.0	<i>Position Number:</i>	TBC
<i>Prepared By:</i>	Human Resources	<i>Approved By:</i>	Capital Program Delivery Manager

The Role

To ensure East Gippsland Water (EGW) achieves its objectives by:

- Providing Engineering/Technical support to Project Managers and other Technical Staff including the review and oversight of technical designs, reports and specifications.
- Manage a team of 1-3 Project Managers for the delivery of allocated projects.
- Act as one of EGW's lead project managers for the successful delivery of allocated projects, new schemes, land development, Price Determination major projects development, including planning, scoping, design, documentation, tendering, construction/contract management, superintending, delivery, testing, commissioning and acceptance of infrastructure assets.
- Development of technical designs and specifications of water and wastewater infrastructure within area of expertise.
- Facilitation and coordination of the procurement of consultants and contractors in accordance with EGW and State Government policies and procedures.
- Assisting with the development and ongoing operation of project management/delivery systems and processes, particularly relating to water and wastewater infrastructure assets.

What you will be doing:

<i>Responsibility</i>	
Project Delivery	<ul style="list-style-type: none"> • Project management and delivery of allocated projects within required cost, time and quality requirements. • Manage a small team of Project Managers for the delivery of allocated projects in accordance with EGW's Project Management Manual, Tender and Contract Management Manual, HSE Management System, and other relevant systems (i.e. Prometheus), policies and procedures. • Liaison with EGW's engineering service providers and other contractors/ suppliers as necessary to facilitate the successful delivery of projects and services. • Review and approve technical designs, drawings and specifications. • Prepare plans, schedules/programs, specifications, tender/quotation documents, and supervise construction of works.

Project delivery (cont.)	<ul style="list-style-type: none"> • Act in the role of the Contract Superintendent's Representative for allocated projects. • Develop technical designs, drawings and specifications in accordance with relevant industry codes (i.e. WSAA Standards), acts, regulations and Australian Standards. • Assist with forward planning and delivery of allocated capital and recurrent budget projects. • Monitor and report project financial performance, scheduling, KPIs etc.
Planning	<ul style="list-style-type: none"> • Assist with planning and delivery of new assets for potential new customers, including Water and wastewater schemes and network extensions. • Liaison with Developer's Consultants as necessary. • Liaise with external stakeholders and regulatory bodies to obtain statutory approvals etc.
Staff Management	<ul style="list-style-type: none"> • Manage a small team of between 1-3 Project Managers in accordance with EGW's systems, policies and procedures.
Continuous Improvement	<ul style="list-style-type: none"> • Assist in the development, implementation and continuous improvement of the Project and Asset Management Systems. • Ensure that required Key Performance Indicators are monitored, evaluated, recorded, reported and met.
Administration	<ul style="list-style-type: none"> • Prepare and complete relevant forms, plans, reports etc. included in EGW's project delivery framework including the maintenance of project and corporate information within EGW's corporate systems (i.e. Prometheus, Finance 1 etc.) • Preparation and review of Operation and Maintenance manuals and other as-constructed information to ensure compliance with standards. • Prepare correspondence, engineering cost estimates and works proposals as required. • Prepare technical specifications, bulletins and other information for developers and other customers regarding East Gippsland Water infrastructure design and project requirements.
Teamwork	<ul style="list-style-type: none"> • Provide assistance to other areas of East Gippsland Water including operations, strategy, maintenance, water quality and field work placements with EGW depot/Water Treatment Plant Operation Team crews from time to time. • Other tasks allocated that are within the level of skills, training and knowledge of the incumbent. • Provide mentoring support to colleagues and team members.
Health, Safety and Environment	<ul style="list-style-type: none"> • Ensure all activities are conducted in accordance with EGW's Risk Management, Environment and Occupational Health and Safety Management Frameworks.
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and

	support any decisions made at East Gippsland Water in the Corporations Record Management system.
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How you can achieve this:

The Senior Engineer will provide technical advice/outputs, regular reporting, support and assistance to the Manager Capital Program Delivery in the following key responsibility areas:

- Management of allocated staff, team planning, performance monitoring and reporting.
- Delivery of allocated projects to required standards of quality, cost and time, ensuring project objectives are successfully satisfied.
- Act as one of East Gippsland Water's lead project managers, providing advice and assistance to staff and consultants on matters relating to project management.
- Utilise technical expertise to ensure projects/ tasks are delivered in accordance with the relevant standards and are fit for purpose.
- Liaise with all other teams in gaining support and commitment towards achieving corporate goals in regards to project management.
- Conducting auditing assessments of project/contract documents, peer reviews etc.
- Assist with the development, implementation and on-going improvement of East Gippsland Water's program and project management systems.
- Oversee the commissioning of new assets including project acceptance/handover.
- Prepare reports, correspondence and other documents as required.
- Ensure all activities are conducted in accordance with East Gippsland Water's Risk Management, Environment and Workplace Health and Safety Management Frameworks.
- Provide general support and assistance to the Manager Capital Program Delivery and Major Projects.
- Carry out other functions and tasks that are within the incumbent's level of delegation, skill, knowledge and competence, as required.

What you can provide:

Specialist Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Bachelor of Engineering (i.e. Civil/ Environmental/ Process/ Mechanical etc.) with 10+ years of relevant technical and project management experience. • Good computer skills, including use of computer-based project management, word processing, spreadsheet, and database packages. • Contract management and site superintending skills. • Excellent report writing skills.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> • Experience in the water industry.
Management Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Able to plan staff / team resourcing • Able to plan for successful completion of allocated tasks or projects. • Exercise reasoning, judgement, interpretation and problem solving skills. • Knowledge of non-technical project management-related areas such as financial and economic assessment of projects, and the like. • Ability to effectively communicate, with individuals, and groups from various backgrounds and areas of the business and community. • Ability to be flexible and adaptable in a changing workforce and environment.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> • Management experience with small teams • Leadership and mentoring training and experience.
Interpersonal Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Ability to gain co-operation and assistance from other staff. • Ability to influence outcomes and work effectively with people at all organisational levels, contractors and stakeholders. • Demonstrated ability to work in a team environment. • Able to work independently. • Preparation of routine correspondence and reports.
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> • Presentation and facilitation skills.
Qualifications	<i>Required Qualification:</i>	<ul style="list-style-type: none"> • Successful completion of a tertiary qualification in Engineering (i.e. Civil/ Environmental/ Mechanical/ Process etc.) or related field, with a demonstration of relevant experience in project and contract management. • Current Victorian drivers licence.
	<i>Desirable Qualification:</i>	<ul style="list-style-type: none"> • Project Management qualifications • Chartered Engineer.

Experience	<i>Required Experience:</i>	<ul style="list-style-type: none"> • Minimum Ten years of relevant engineering design and project management experience • Experience in tendering and procurement of public construction projects.
	<i>Desirable Experience:</i>	<ul style="list-style-type: none"> • Managing small teams

Physical Requirements

This position may comprise (but not be limited to) the following activities/hazards:

- Driving
- Relatively long periods of sitting and standing
- Keyboarding
- Photocopying
- Reading
- Telephone use
- Light manual handling (Lifting/lowering boxes of stationery, reams of paper, infrequent relocation of office furniture, etc. Manual handling activities should not impose unreasonable expectations on the average person. However, personal judgment of capabilities will be expected and not exceeded.)
- Use of standard office equipment – computer, photocopier, shredder, facsimile, laminator, book binder
- Air-conditioned environment
- Outdoor environment – site visits will present exposure to a range of physical and biological hazards including UV, wastewater, plant and proximity to openings such as manholes and trenches.

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health, safety and environment. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

Selection Criteria

1. A tertiary qualification in Engineering.
2. Demonstration of relevant experience (+10 years) in engineering design, project and contract management.
3. Demonstrated experience in managing and leading small teams.
4. A demonstrated superior understanding of whole of life cycle project management processes including the ability to deliver projects within budget, on time and to a high standard.
5. Significant experience in construction procurement, superintending, contract management and administration.
6. Strong interpersonal skills ensuring the ability to influence outcomes and work effectively with people at all organisational levels, contractors and stakeholders.
7. Well-developed leadership skills including the ability to work in a team and utilise a team based approach to achieve positive outcomes for the organisation and its customers.
8. Positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.