

POSITION DESCRIPTION

POSITION: Project Engineer	
DIRECTORATE: City Infrastructure	SECTION: Coastal Works
GRADE: I	REPORTS TO: Manager Coastal Works
HOURS/WEEK: 35	EMPLOYMENT TYPE: Permanent, Full-time
DATE: June 2025	POSITION No.: 104, 643, 706, 705

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE SECTION

Our Coastal Works Business Unit is responsible for delivering the City’s commercial works program and identifying opportunities for delivering civil construction projects for clients.



POSITION OBJECTIVES

- Project manage capital and commercial civil construction projects to ensure they are delivered on time and to budget ensuring compliance to all environmental, safety and quality requirements.
- Assist the Manager to deliver the works program within its priorities and continuously improve the groups performance
- Demonstrate a commitment to the City of Coffs Harbour's core values, comply with the Code of Conduct and promote the image of the City as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management



Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Plan, manage and deliver civil construction projects to meet safety, environmental, technical, quality, budget and program objectives, with a strong emphasis on the delivery of capital and commercial civil infrastructure works.
- Coordinate and oversee all phases of contract management, including preparation of specifications, tendering processes, evaluation, and administration—ensuring contract obligations are fulfilled and the City’s standards are met.
- Prepare and monitor detailed construction programs and methodologies, including Method Statements addressing safety, environmental impact, community engagement, plant, and materials for civil infrastructure works.
- Administer project budgets, monitor costs against forecast, and take corrective actions to ensure works are delivered within budget and financial risks are managed.
- Implement and maintain effective systems for WHS, environmental and quality compliance, including risk assessments and corrective action processes for civil infrastructure construction sites.
- Liaise with regulatory bodies to obtain relevant environmental permits and ensure compliance with all relevant legislation and City policies.
- Engage with the community and stakeholders before and during project delivery to manage expectations, provide updates, and minimise disruption to traffic, residents, and local businesses.
- Lead and manage multidisciplinary teams, including internal staff and external contractors, to ensure performance, productivity, and adherence to safety and quality standards across civil infrastructure construction and maintenance projects.
- Identify, pursue and manage commercial opportunities for Coastal Works through competitive tendering and delivery of civil infrastructure external works, in alignment with the unit’s business development objectives.
- Contribute to the development, implementation and continuous improvement of the City’s civil infrastructure asset management systems and practices, supporting lifecycle planning and legislative compliance.
- Provide regular reporting to senior management on project status, emerging risks, cost variations and other key metrics, with recommendations to support informed decision-making.
- Assist with strategic planning and the development of operational approaches that respond to changing organisational, legislative, and industry requirements—particularly in relation to bridge infrastructure.
- Participate in and support competency-based training, mentoring others in areas of expertise, and undertaking duties aligned to skills and experience, including work outside the Coffs Harbour LGA where required.

KEY RELATIONSHIPS

Internal

- Manager Coastal Works
- Civil Construction Coordinator and Supervisors
- Other City Staff

External

- Consultants
- External contractors
- Government Authorities



OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, working hours are 06:00 to 19:00
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability Allowance of 3.5% of the weekly salary system rate of pay
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Marcia Street Depot, 60 Marcia Street, Coffs Harbour, with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential:

- Degree in Engineering
- Current Class C Drivers Licence
- Demonstrated experience in civil infrastructure construction
- Demonstrated experience or exposure to civil contracting

Desirable:

- Eligibility for membership of the Institution of Engineers

COMPETENCIES

- Demonstrated high level interpersonal skills.
- Demonstrated skills in effective staff/contractor and team management.
- Demonstrated skills in budgeting and financial management
- Demonstrated skills in problem solving, negotiation and conflict resolution.
- Demonstrated high-level communication skills – verbal, written, presentation, networking.
- Demonstrated keyboard skills and computer literacy with knowledge and experience in word processing, MS Project, spreadsheets, Internet and email.

**Position Demands Analysis
Project Engineer**

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5 - 9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	1	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	1
Pushing loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Lifting with trunk twisting	1	Shovelling / digging	0	Fine manipulation	2
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone		Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	2	Violence / aggression from animals / wildlife	0