

Position Title	Engineering Projects Lead
Department	City Assets
Unit	Roads Operations
Team	Roads Operations
Supervises	Nil
Reports To	Coordinator Roads Operations
Grade	I
Date Prepared	4/09/2025
Date Last Updated	4/09/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Engineering Projects Lead is responsible for overseeing Roads and Stormwater maintenance operations across the Local Government Area (LGA), ensuring alignment with Council's strategic business plans and priorities. This role has oversight of works performed by internal staff and external contractors to deliver high-quality infrastructure outcomes. It provides timely and appropriate technical direction for works requiring engineering input, ensuring compliance with relevant legislation, standards, and Council's Quality, Work Health and Safety, and Environmental systems. The role also contributes to continuous improvement by addressing customer complaints and providing feedback on findings to enhance service delivery and community satisfaction.

Accountabilities

- Assist the Coordinator Roads Operations with the operation of the units maintenance activities
- Provide assistance and advice to team members, customers and the community where necessary
- Ensure all works comply with relevant acts and standards
- Promote a positive culture of the teams and team members ensuring teams are adequately resourced to undertake their duties
- Control, monitor and respond to program departures
- Solve problems using a combination of standard procedures, own initiative and development of new procedures
- Make independent studies, analyses, interpret results, draw conclusions and make decisions in relation to engineering projects
- Provide monthly reports detailing the status of work programs in line with service agreements and rosters
- Prepare and authorise purchase requisitions in line with budget delegations and allowances
- Development of cost and performance measurement systems and maintain these systems
- Monitor current GPT/Urban stream maintenance cleaning contract
- Other duties as required from time to time as directed by Coordinator Roads Operations

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
People Leadership		
Manage and Develop People	N/A	n/a
Personal Character		
Safety and Accountability	Advanced	- Is prepared to make decisions involving tough choices and weighing of risks - Addresses situations before they become crises and identifies measures to avoid - Takes responsibility for outcomes, including mistakes and failures - Coaches team members to take responsibility for addressing and resolving challenging - Oversees implementation of safe work practices and the management framework
Relationships		
Customer and Community Focus	Adept	- Demonstrates a sound understanding of the interests and needs of customers and the - Takes responsibility for delivering quality customer- focused services - Listens to customer and community needs and ensures responsiveness - Builds relationships with customers and identifies improvements to services
Resources		
Technology and Information	Adept	Selects appropriate technologies for projects and tasks

- Identifies ways to leverage the value of technology to achieve outcomes
- Ensures team understands their obligations to use technology appropriately

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Civil Construction or similar relevant experience
- WH&S White Card
- Class C drivers licence

Essential Experience

- Ability to use Microsoft 365
- Demonstrated ability to read Engineering Plans for roadworks, drainage and related works ensuring all plant equipment and materials are taken into account
- Demonstrated ability to interpret and derive meaning from technical and scientific data
- Extensive knowledge and understanding to plan projects and estimate cost of works
- Ability and experience to coordinate a number of projects simultaneously to achieve maximum efficiencies and overall utilisation of resources
- Understanding of continuous learning principals, EEO, WHS and the ability to act with probity at all times
- Excellent written and oral communication skills including ability to communicate with a range of stakeholders
- Excellent customer service skills

Desirable Qualifications and or Experience

- Traffic control certificate
- Knowledge of State Government Roads Act

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐