

# JOB PROFILE FORM

## 1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Project Engineer

Team: Major Projects

Division: Major Projects

Group: Asset Services

Reports to (Name / Title): Divisional Manager Major Projects

Number of Direct Reports: 0

Budget Mgt Accountability (N/A):

## 2. WHAT DOES THIS JOB DO?

Job Purpose:

As part of the Major Projects Division you will assist deliver on our purpose: to safely deliver high quality major projects that achieve performance targets whilst demonstrating exemplary engagement with our partners and customers. To achieve this, you will assist the other members of the team in the use of efficient, effective management systems to deliver major water and sewer assets in accordance with defined standards, timeframes and budgets.

Responsibilities (20 dot points or less):

As a member of the Major Projects Division:

- Participate as an effective team member and contribute to the wider Asset Delivery/Asset Services direction and purpose
- Ensure safety and wellbeing is front of mind during all activities
- Develop and maintain strong working relationships with other YVW staff with a One Team attitude
- Demonstrate a personal commitment and proactive approach towards upholding the organisation's culture as outlined in the Our Way document
- Contribute to the ongoing improvement of policies, procedures and practices

Support the Project Manager and help ensure efficient and high-quality asset delivery. Key project tasks include:

- Assist with the development and review of project management plans
- Assist with relevant project tracking and reporting
- Support and/or participate in engineering options assessments and prepare technical memos/reports as needed
- Assist with coordination of site activities (monitoring programs, field studies, etc.)
- Coordinating contractor RFIs, submittals, and deliverables and tracking internal reviews, maintaining registers where required
- Review of contractor and consultant design submittals and helping to confirm compliance with relevant YVW standards and requirements

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- Maintain construction site diaries/witnessing of works, and support in confirming compliance of works with approved design and specifications.
- Assist in tracking and driving compliance with relevant regulatory requirements (e.g. fulfilling conditions of relevant approvals, LJF and BEP reporting, etc.)
- Coordinating/managing relevant asset information, including uploading, revising, and decommissioning operations manuals, geospatial information, as-constructed drawings, equipment shop drawings, maintenance manuals, asset specifications, etc. in YVW's systems.
- Coordinating set up of preventative maintenance plans (in consultation with YVW project team and delivery partner) and integration of assets into existing management programs.
- Supporting the Superintendent/Project Manager as required

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3. What attributes ARE required to Undertake this job?

## 3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)
Managing process change and innovation	Basic	
Excellent written, verbal & negotiating skills	Basic	
Engineering procedures, standards, policies and practices related to design and construction activities	Basic	
Project management of design and construction activities	Basic	
Contract management construction activities	Basic	
Construction of water and sewer infrastructure	Basic	
Understanding of design, construction of complex projects	Basic	
Demonstrated key stakeholder management experience of complex projects	Basic	
Demonstrated customer engagement experience	Basic	

## 3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
<b>Qualifications / Certificates</b>				
Degree or Diploma in Engineering or equivalent (Preference to Mechanical, Civil, Chemical/Process or Environmental)	Mandatory	Degree	No	Never
Construction Induction Training (White Card)	Highly desirable	External Course	No	Never
Confined Space Awareness Training	Suggested	External Course	No	Never
Asbestos Awareness	Suggested	External Course	No	
Traffic Management	Suggested	External Course	No	

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Working Safely At Heights	Suggested	External Course	No	
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Maximo Training	Suggested	Internal Course	No	
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## 3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	Effective communication, organisation skills and attention to detail, 'can do' attitude, a focus on teamwork and commitment to personal and business improvement and safety
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## 3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements <i>i.e. required to lift heavy boxes</i>  <i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</i>	Driving to site Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g. treatment plants) to build a strong understanding of the YVW "business" and to develop effective relationships with stakeholders.
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## 4. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

<b>Role before</b> (Name, Team, Division)	
<b>Role after</b> (Name, Team, Division)	Project Manager

## 5. CHECKPOINT

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Does this role require	<input checked="" type="checkbox"/> Police check <input type="checkbox"/> Working with children
Comments	