

TITLE: POSITION DESCRIPTION

Job Title:	<i>Project Engineer</i>
Current Incumbent:	
Division / Location:	<i>Newcastle Major Projects</i>
Reports To:	<i>Project Manager</i>

POSITION OBJECTIVE:

To professionally manage all stages of the project from award of contract through to design, manufacturer, construction and commissioning in order to maximise time constraints and profit consistent with maintaining good client relationships, company safety standards and ensuring high quality control.

NATURE AND SCOPE:

The Project Engineer / QA Engineer is one of four positions reporting to the Project Manager, the others being:

- *Student Engineer*
- *Site Administrator*
- *Supervisor*

The number of project engineers and who they specifically report to varies according to the project/s in operation.

SAFETY RESPONSIBILITIES:

In accordance with OH&S Legislation you are required to:

- *Implement and promote the Daracon Group Procedures and Programs to ensure your own health and safety and the health and safety of others in the workplace.*
- *Promote Daracon Group safety objectives and values*
- *Encourage site staff in the creation of a safety conscious culture on site, and assist them in adopting excellent OHS work practices.*
- *Monitor compliance with the Daracon OHS System on project/s and the keeping of appropriate OHS records*
- *Immediately report any unsafe condition, hazard, incidents or injury to the Supervisor*
- *Actively participate in all aspects of OHS.*

PRINCIPAL ACCOUNTABILITIES:

- *Be the prime guardian of Daracon's relationship with the project client, the contract superintendent and relevant regulatory authorities.*
- *Participate in the development and submission of tenders*
- *Provide overall management and administration of the project. Ensure effective management and administration of the contract to optimise outcomes for the Company*
- *Coordinate the start up of projects including the preparation of Project Management Plans (including OH&S and Environmental plans), establishment of site facilities, provision of project budget and appropriate costing format and the establishment of project record systems.*
- *Determine, in conjunction with the Construction Superintendent, the requirements for plant, equipment and labour and ensure efficient utilisation amongst projects.*

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- *In conjunction with the Construction Superintendent/Supervisor, analyse the environmental requirements of the site and ensure implementation of appropriate protection measures so as to minimise the project's impact on the environment.*
- *Ensure regular inspections of environmental protection measures are undertaken and appropriate records kept.*
- *Liaise with and assist the Construction Superintendent/Supervisor to arrive at most cost effective outcomes with regards to materials and subcontractors, construction planning and implementation.*
- *Check and approve supplier and subcontractor invoices prior to payment.*
- *Ensure that adequate induction and training is provided to enable all personnel to carry out their duties safely, effectively and efficiently.*
- *Liaise with the on-site teams on the attainment of programs, costs, variations and overall company objectives.*
- *Maintain and motivate Project staff by regular reviews of personal goals and project objectives.*
- *Maintain harmony of industrial relations on site seeking counsel from the Human Resources Manager when required.*
- *Administer the contract and subcontracts in relation to Extensions of Time, Variations, Progress Claims and Invoicing, and monthly reporting*
- *Assist estimators with construction process, production capabilities and job planning for tenders.*
- *Keep abreast of advances and innovations in the engineering industry by self education.*
- *Provide feedback to estimators on actual production rates and unit costs from projects where appropriate.*
- *Ensure that the progress of the Project is accurately recorded, a monthly report issued to the Divisional Manager and/or senior management where necessary and that site meetings are minuted.*
- *Facilitate the implementation of the company's policies, practices and procedures in conjunction with management in areas covering :-*
 - *Labour relations*
 - *Induction and Training*
 - *Industrial relations*
 - *OH&S*
 - *Environmental*
 - *Quality*

QUALIFICATIONS AND EXPERIENCE:Qualification/education required:*Bachelor of Engineering in Civil Engineering*Experience required:*Minimum of 5 years site based civil construction experience.*Certificates, licences, registrations required:*Class C Drivers Licence*Specialist training required:*Supervisor Training*

Aptitude and skills required:

- *High level organisational skills*
- *Strong communication skills*
- *Strong sense of team participation and team leadership*
- *Ability to liaise with clients*
- *Lateral thinker with the ability to prioritise tasks*
- *Strong initiative*
- *Ability to successfully transfer skills and knowledge to other team members*
- *Management knowledge and skills*

This position description should be reviewed within 12 months from the date listed on this form. This position description has been reviewed and agreed.			
Managers Signature		Date	
Positions Holder's Signature		Date	