

PROJECT ENGINEER – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

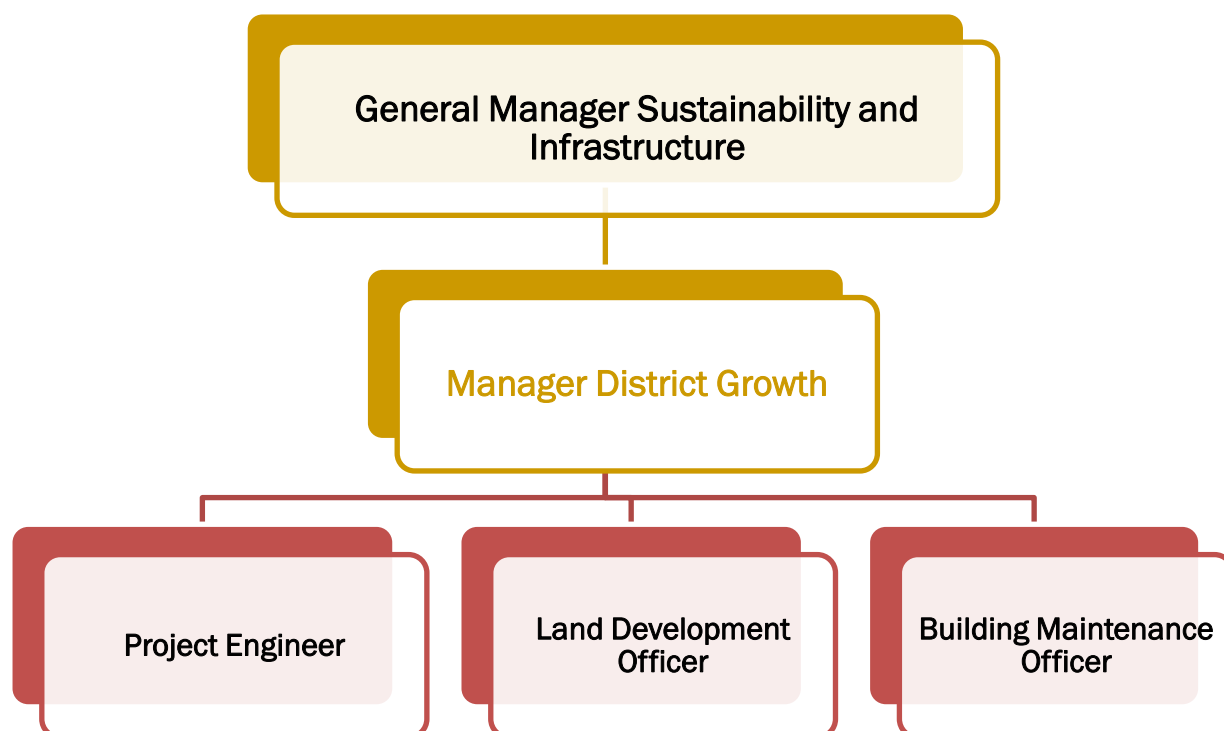
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Project Engineer	Effective Date:	May 2025
Department:	Sustainability & Infrastructure	Job Location:	Bairnsdale Office
Reports To:	Manager District Growth	Supervises:	Nil
External Contacts:	Customers, developers, consultants, contractors, government agencies and others as directed.		
FTE Classification:	1.0	Position Number:	TBC
Prepared By:	People, Safety, and Culture; Manager District Growth	Approved By:	General Manager Sustainability and Infrastructure

ORGANISATIONAL CHART



ABOUT THE ROLE

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

- Assist Manager District Growth to project manage Land Development and Third-Party Works projects.
- Assistance with the coordination of developer works designs, operational assistance/testing and field auditing in accordance with EGW's Land Development Manual.
- Facilitation and coordination of the procurement of consultants and contractors in accordance with EGW's policies and procedures.
- Assisting in various engineering functions in the planning, delivery, operation and maintenance of assets, and related customer service;
- Managing the successful delivery of allocated projects, including planning, scoping, design, documentation, tendering, construction/contract management, delivery, testing, commissioning and acceptance of infrastructure assets.
- Utilise EGW's project management and corporate systems to record and maintain accurate and timely progress in accordance with the relevant manuals, policies and procedures.
- Assisting with data collection, collation, input, manipulation, interpretation and reporting on various project management, asset performance and operational functions;
- Assisting with development, implementation and use of computer-based performance monitoring tools.

WHAT YOU WILL BE DOING

Project Management & Delivery	<ul style="list-style-type: none"> • Review & auditing of engineering drawings and civil plans for Sewerage & Water Infrastructure in accordance with EGW's Land Development Manual, Water Services Association of Australia (WSAA), Melbourne Retail Water Agencies (MRWA) and relevant industry standards. • Coordinate water and wastewater design approvals, construction auditing, constructed package reviews, asset creation, acceptance of the infrastructures and project closure after defect liability period. • Coordinate water infrastructure network isolations for planned shutdown works and water quality testing & compliance for all new water infrastructure • Liaison with EGW's engineering service provider(s), Developers, Consultants and other contractors/ suppliers as necessary to facilitate the successful delivery of projects and services. • Assist with forward planning and delivery of allocated capital and recurrent budget projects. • Project management and delivery of allocated capital works program projects within required cost, time, scope and quality requirements. • Manage the delivery of allocated projects in accordance with EGW's Project Management Manual, Tender Manual, HSE Management System, and other relevant systems (i.e. Prometheus), policies and procedures. • Liaison with external stakeholders and regulatory bodies to obtain statutory approvals etc.
Tendering and Contract Management	<ul style="list-style-type: none"> • Prepare, collate, advertise and assess tenders for the procurement of Public Construction works. • Assist with Contract Administration/Management functions for awarded contracts as assigned.
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. • Review and assess planning referrals from councils and prepare responses

	<ul style="list-style-type: none"> • Prepare correspondence, engineering cost estimates and works proposals as required • Assist with hydraulic & capacity assessment of Water and Wastewater networks • Liaison with Developer's Consultants as necessary • Liaison with external stakeholders and regulatory bodies to obtain statutory approvals etc.
Continuous Improvement	<ul style="list-style-type: none"> • Assist in the land development, implementation and continuous improvement of the Program, Project and Asset Management Systems and record management system. • Ensure continuous improvement for land development projects, delivery, workflows and procedures. • 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 Land Development Manual, and project delivery framework. • Maintenance of project and corporate information within EGW's corporate systems. • Preparation and review of Operation and Maintenance manuals and other as-constructed information to ensure compliance with standards. • Asset creation and disposals in EGW's corporate systems including preparation of data for GIS updates • Prepare correspondence, developer responses, engineering cost estimates and works proposals as required. • Prepare technical specifications, procurement documentation, bulletins and other information for EGW, developers and other customers regarding East Gippsland Water infrastructure design and project requirements.
Teamwork	<ul style="list-style-type: none"> • Provide general support and assistance to the Manager District Growth. • Carry out other functions and tasks that are within your level of skill, knowledge, experience and competence to support the team • Assist with emergency management functions as may be required. • Be open to new ideas, demonstrate a willingness to change and maintain a positive attitude towards change • Share information with team members, effectively communicate with management and mentors.
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Build a supportive and cooperative environment, one that recognises the value of collaboration. • Support a workplace culture that enables diversity, fair and inclusive practices • Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> • Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace 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. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Understanding of the engineering principles of water supply and sewerage systems, including water and water recycling processes. Knowledge of project management and land development. Understanding of whole of asset life cycle planning. Research and analytical skills with the ability to prepare reports. Excellent report writing and presentation skills. 	<ul style="list-style-type: none"> Knowledge of the design, operation or maintenance of assets. Knowledge of the regulatory framework relating to the Victorian water industry and to asset management. Customer engagement skills. Knowledge and/or experience of hydraulic modelling principles and processes. Understanding of how business strategies contribute to the achievement of overall business objectives.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Proficient in Project Management skills and knowledge. Planning and managing allocated tasks or projects. Strong understanding of tendering/procurement practices and Contract Management principles. Ability to exercise reasoning, judgment, interpretation, and problem-solving skills. Effective communication skills with individuals and groups from diverse backgrounds and areas of the business and community. Flexibility and adaptability in a changing workforce and environment. 	<ul style="list-style-type: none"> Ability to recognise and balance a range of issues and requirements against the context of internal and external pressures and resource constraints. Experience in management of consultants, contractors and others as necessary.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Strong oral, written, and comprehension skills. Ability to work independently and communicate effectively with others to gain their cooperation and assistance. 	<ul style="list-style-type: none"> Ability to engage with people in an intelligent and professional manner, and conduct productive meetings.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> Relevant engineering degree (Civil/Mechanical) from a recognized university or equivalent. License to drive a vehicle in the State of Victoria. Compulsory trainings throughout course of employment. 	<ul style="list-style-type: none"> Professional engineering registration

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> 3-5 years of experience relevant to infrastructure project management or infrastructure planning. 	<ul style="list-style-type: none"> Experience in the water industry, utilities, land development, local government or consultants to the water industry. Experience in use of geographic information systems.

KEY SELECTION CRITERIA

1. A degree in Engineering (Civil/Mechanical) or equivalent, along with relevant work experience.
2. Proven experience in either Land Development, Project Management, Infrastructure Delivery or a related field, and/or demonstrated expertise in procurement and contract management.
3. A demonstrated understanding of the entire project lifecycle, including the ability to deliver projects within budget, on time, and to the required standard.
4. Strong interpersonal skills, ensuring the ability to work effectively in a team and with individuals at all organizational levels, as well as with contractors and stakeholders.
5. Well-developed time management skills, combined with the ability to prioritize tasks to ensure quality outcomes during peak activity periods.
6. A positive attitude towards personal development, including being united, authentic, innovative, and accountable to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

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

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au).