

POSITION DESCRIPTION

Position Title:	Project Engineer – Water and Sewer
Position Number:	7169
Directorate:	Infrastructure and Planning Services
Business Unit:	Water and Sewer
Service Unit:	Utilities Engineering
Reports To:	Coordinator Utilities Engineering
Grade:	14
Hours Of Work:	35 hours per week
Last Date Of Review:	March 2026
Last Date Of Evaluation:	April 2026

Role Function Summary

The Project Engineer – Water and Sewer oversees significant, complex and large value capital works projects being delivered by, and on behalf of, the Water and Sewer Team. The Project Engineer – Water and Sewer is responsible for project delivery including planning, implementation, budget and schedule control, performance measurement, design, engineering, procurement, construction management, risk management, environmental management, operational suitability and readiness, sustainability, status and progress reporting, forecasting, public communications and stakeholder liaison. The overall objective of the role is to deliver value for money community outcomes that meet the needs of Council's customers and the Water and Sewer Team.

Key Responsibilities (Major and Essential Job Functions)

- Plan, investigate and manage the delivery of capital projects, ensuring outcomes are delivered on time, safely, sustainably, cost effectively and to the required quality, through all project stages;
- Ensure projects are transitioned through each project phase smoothly by understanding and concisely communicating key success factors, project objectives and strategic outcomes for the business;
- Facilitate regular forums with the Water and Sewer Team (in particular the Delivery Team) and other relevant stakeholders, to ensure projects delivered meet end-user and customer needs as well as update and track the status of the projects, address issues and escalate, when necessary;
- Regularly monitor, evaluate and report on project performance against agreed time, cost and quality parameters including: identification of improvement areas, anticipating change and proactively responding by developing mitigating strategies and negotiating conflicts or inconsistencies and agreeing with relevant stakeholders;
- Autonomously manage budget and financial performance, scheduling, change management and governance of assigned capital projects and/or partake in a project team and assist the project manager in the delivery of larger collaborative projects;
- Work closely with the Water and Sewer Team, Infrastructure Services Team, Executive Team, Project Manager (where relevant), consultants and contractors to build relationships and support a seamless delivery representing Council's interests;

- Deliver effective and efficient engineering and technical support to the Water and Sewer Team, contractors, customers and other business units across the organisation, including acting as “owner’s engineer” when required;
- Apply principles of asset management in undertaking projects and ensure asset information and works as executed provided is accurate and reflective of the assets installed; and
- Oversee and adhere to all health, safety, environment, quality and community requirements and issues associated with the projects.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council’s decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To “create community”.
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council’s values, including the Code of Conduct. Council’s values are: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Childsafe Workplace	
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position. All staff are responsible for creating, managing, and maintaining full and accurate records of their work related activities in accordance with the <i>State Records Act (NSW), 1998</i>. This includes ensuring that records, whether physical or digital format are captured into approved systems, remain accessible, and are not unlawfully altered or disposed of. Recordkeeping supports transparency, accountability, and informed decision making across Council operations.

Organisational Relationships

Internal Relationships:	Manager Water and Sewer; Utilities Engineering Team; Water and Sewer Delivery Team; Water and Sewer Strategy and Compliance Team; Infrastructure Services Team; Integrated Risk Management Team; Procurement Team; Finance Team; Development and Regulatory Team; Leadership Team; Executive Leadership Team; and ancillary Water and Sewer Team.
External	Customers and members of the public; contractors and consultants; suppliers; utility

Relationships: providers and government agencies.

Direct Reports: Nil

Indirect Reports: Contractors and consultants

Specifications and Technical Skills:

Essential Criteria:

- Relevant tertiary qualification (Civil Engineering, Project Management or equivalent related field) and/or extensive experience in project management and delivery of large value projects preferably in the public/local government sector;
- Experience across the full project lifecycle including initiation, planning, design, construction, commissioning and handover
- Excellent verbal and written communication skills as well as strong active listening and interpersonal skills for relationship-building, conflict resolution and stakeholder management;
- Outstanding budgeting and analytical skills and an ability to aggressively pursue agreed objectives and use sound problem solving skills to overcome obstacles as well as the ability to drive continuous improvement;
- Demonstrated ability to work autonomously and collaboratively within a team environment whilst meeting corporate deadlines;
- Robust computer skills including high proficiency in Excel, Microsoft Project and corporate database packages (such as Authority/Altitude) and Content Manager; and
- A commitment to providing excellent customer service to both internal and external customers of Council.

Desirable Criteria:

- Extensive operations, construction, project procurement and/or project management experience within the water and sewer industry;
- Demonstrated knowledge and understanding of roles and responsibilities of work health safety, quality and environmental management particularly as it relates to the planning and operation of water and sewer assets;
- Demonstrated ability to manage integrated and value for money solutions on complex, multidisciplinary programs and projects;
- Demonstrated experience in preparing technical briefs and reports, business cases, designs, cost estimates and capital work program deliverability; and
- Experience working under government frameworks and including complex, political high-profile scenarios.

Licences and Tickets:

- Class C Drivers Licence
- WHS Construction Induction (White) Card

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting	✓								✓			
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓			✓						

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed		Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: Project Engineer – Water and Sewer

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Relevant tertiary qualification (Civil Engineering, Project Management or equivalent related field) and/or extensive experience in project management and delivery of large value projects preferably in the public/local government sector	1					
Experience across the full project lifecycle including initiation, planning, design, construction, commissioning and handover	1					
Excellent verbal and written communication skills as well as strong active listening and interpersonal skills for relationship-building, conflict resolution and stakeholder management	1					
Outstanding budgeting and analytical skills and an ability to aggressively pursue agreed objectives and use sound problem solving skills to overcome obstacles as well as the ability to drive continuous improvement	1					
Demonstrated ability to work autonomously and collaboratively within a team environment whilst meeting corporate deadlines	1					
Robust computer skills including high proficiency in Excel, Microsoft Project and corporate database packages (such as Authority/Altitude) and Content Manager	2					
Demonstrated knowledge and understanding of roles and responsibilities of work health safety, quality and environmental management particularly as it relates to the planning and operation of water and sewer assets	2					
Demonstrated ability to manage integrated and value for money solutions on complex, multidisciplinary programs and projects	2					
Demonstrated experience in preparing technical briefs and reports, business cases, designs, cost estimates and capital work program deliverability	2					
Demonstrated operations, construction, project procurement and/or project management experience within the water and sewer industry	2					
Actively contributes to development of Council Policies and Procedures relating to the capital works and the project management framework	3					
Demonstrated project management skills and ability to deliver on key performance indicators including budget, time and quality	3					
Demonstrate ability to lead a project across a diverse work group, including promoting change and fostering a team environment	3					
Demonstrated delivery of capital works program on time, budget and to quality standard	3					
Demonstrated high level risk analysis and management in own and contractors work	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Displays high-level contract management and conflict resolution skills and abilities	4					

Demonstrated ability to competently act in higher position	4					
Completion of further studies in related discipline	4					

Skills Review Year (eg 2026): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				