

POSITION DESCRIPTION

Projects, Engineering & Maintenance Lead (Commercial Business)

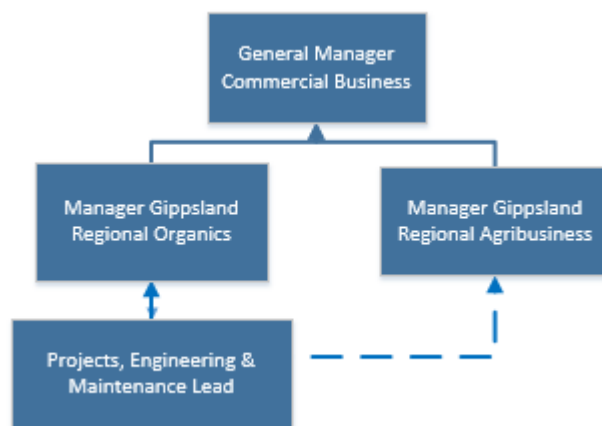
POSITION DETAILS

Position Title:	Projects, Engineering & Maintenance Lead
Reports to:	Manager Gippsland Regional Organics
Department:	Commercial Business (Gippsland Regional Agribusiness & Gippsland Regional Organics)
Location:	Traralgon/Dutson Downs
Date:	January 2022
Document Reference:	COR/21/17769

PURPOSE OF POSITION

Provide technical support, project management and oversee maintenance of site base plant and minor capital optimisation projects across the Commercial Business workgroups - Gippsland Regional Organics (GRO) and Gippsland Regional Agribusiness (GRA), operational assets to achieve ongoing provision of operations and production requirements, within regulatory and industry guidelines and standards.

ORGANISATION STRUCTURE



KEY ACCOUNTABILITIES

This position is directly accountable for the provision of expert technical support, supervision and information relating to the scoping, preparation of specifications, tendering, construction and commissioning of Capital Works projects of new and refurbished water, waste management and agribusiness industry infrastructure and supervision of plant maintenance at GRO. This role is critical to the successful delivery of the GRA and GRO Team’s minor capital works and maintenance works programs.

Expenditure:	~ \$0.2m Opex (combined Agri &GRO) ~ \$5.0m Capex (combined Agri & GRO) ~ \$0.5m Operational Maintenance (GRO)
Staff Management:	No employees reporting directly – Consultants, Contractors.

KEY RESPONSIBILITIES

To facilitate the efficient and effective completion of works associated with the delivery of delegated, approved annual capital works projects and supervision of the GRO plant maintenance costs, the Project, Engineering and Maintenance Lead, will have responsibility to:

- Develop and manage the progress of minor works programs, considering time, cost and quality, through options, functional design, detailed design and delivery for both maintenance and optimisation (capital) to meet the performance objectives of the GRO and GRA
- Provide assistance to the Manager GRO and Manager Gippsland Regional Agribusiness and their technical employees in the planning, evaluation and prioritisation of works to be included in future works programs and budgets.
- Develop and manage the plant maintenance budget for all GRO mobile and fixed plant.
- In consultation with the GRO site coordinator oversee the site maintenance contractor and all maintenance work undertaken.
- Ensure the involvement of relevant Operations and Maintenance employees as well as other required stakeholders at the appropriate times throughout the development and delivery of projects.
- Utilise appropriate objective evaluation of projects for both technical and economic merit (including the use of models) as part of project development (planning) and recommendations to proceed (delivery).
- Prepare or arrange the preparation of work scopes, tender documentation and facilitation of the tendering, award and contracting process relating to capital projects in accordance with Gippsland Water policies, procedures and probity considerations.
- Facilitate the preparation of quotations, or tenders for allocated projects, ensuring compliance with all probity matters in accordance with Gippsland Water’s policies and procedures.
- Ensure that allocated projects are executed in a safe, efficient and effective manner in accordance with the approved parameters and documentation requirements.

- Ensure that programmed project deliverables (time/cost/quality) are received at the specified milestone dates.
- Monitor expenditure of assigned work programs, specific projects and site plant maintenance on a monthly basis and report variances against budget to the Manager GRO & Manager Gippsland Regional Agribusiness.
- Provide detailed project management and contract administration and coordination of allocated capital projects dealing with a range of engineering disciplines as required including, conducting site meetings with contractors, monitoring and managing project expenditure, recommendations regarding contract variations and preparation of payment certificates for submission to the Superintendent.
- Oversee Contractor field activity to ensure compliance with agreed plans such as, OHS&E, Quality, specialist management plans, planning requirements and other permits. Surveillance activities include compliance with the issued drawings and technical specification, as well as protection of existing infrastructure.
- Knowledge of General Conditions of Contract and negotiate contractual and technical matters as authorised “Superintendent’s Representative” for major contracts, as delegated by the “Superintendent”.
- Ensure timely reporting on project issues, project updates and financial information as agreed or required throughout all phases of project delivery.

KEY CHALLENGES

The Projects, Engineering and Maintenance Lead will be required to establish productive relationships with both internal and external key stakeholders to facilitate the delivery of solutions that meet stakeholder expectations in an ever changing regulatory environment and highly competitive commercial market.

The incumbent will have to be able to work in an operational environment and provide timely support and advice to members of the Commercial Business team and other employees within Gippsland Water. All Minor Capital and Major Maintenance projects must ensure that key safety, performance, production and control objectives, including legislative and regulatory objectives are met.

JUDGEMENT & REASONING

Problems encountered by the GRA and GRO workgroups are often complex, technical and require immediate solution to resolve urgent operational and production issues, as well as avoiding regulatory non-compliances and protect the community and environmental health.

Whilst the incumbent will be able to refer to a number of existing GW policies and procedures to guide in decision making, a considerable degree of technical interpretation and identification of viable options, drawn from experience will be required regularly.

The incumbent will be required to interpret complex technical information, understand and interpret policy, codes, regulations, Australian standards and legislation. Further, they will be expected to generate alternative solutions, select the most appropriate option, and provide a convincing argument of this selection to the Management Team, or other key stakeholders.

At times there will be issues that the incumbent will be expected to resolve that are complex and without precedent.

The Projects, Engineering and Maintenance Lead, must confidently analyse potential problem solutions and select the most appropriate to meet operational and production requirements, customer service, regulatory requirements, and environment and community health requirements. Problem resolution will be achieved via use of established procedures, previous practical experience, investigation of new or emerging technical solutions; or referral to the Manager GRO, Manager GRA and/or their technical employees.

Gippsland Water has adopted a team-based approach to achieving objectives to reflect and enhance the emerging culture and climate. This style encourages extensive consultation, devolution of decision making, empowerment of personnel, a high performance and highly accountable work ethic. Within this framework, the Works Engineer will be required to willingly consult with peers to achieve the preferred outcome, lead and manage activity in accordance with organisational delegations and guidelines, manage the input of external service providers and consultants, and drive the team towards the achievement of established project timelines.

The Projects, Engineering and Maintenance Lead, will undertake the development and planning of current and future work programs in line with established budgeting, accounting procedures and financial analysis (NPV and economic assessment), to ensure works program and project submissions are prepared based on risk priority for current year budget expenditure and future years budget preparation, monthly program and specific project performance reports detailing reasons for expenditure variations per line item, are prepared and submitted for review/approval.

INTERPERSONAL SKILLS/COMMUNICATIONS

The incumbent must have highly developed interpersonal and communication skills, including written, verbal and presentation, to explain complex technical details to a variety of customers and stakeholders.

This position requires the ability to persuade, convince and negotiate with a variety of both internal and external customers and stakeholders, to ensure understanding of technical concepts, and the nature and significance of risks identified within capital works projects. The incumbent plays an important role in influencing and convincing others to modify their operational activities to comply with evolving standards, procedures, and also work processes as they improve / develop.



External Communications

- Peers in other water authorities to exchange information to improve processes
- Council Engineering and Planning Officers
- GW consultants
- Contact with WGCMA, DSE, EPA, Vic Roads, Vline, and other Government agencies and regulatory authorities on an as needed basis regarding projects and regulatory approvals and advice associated with project work
- Contractors and Sub Contractors performing project work
- Customers and members of the public in relation to Asset Delivery Projects

Internal Communications

Operations, SCADA, Asset Planning, Finance & Governance Services workgroups and peers in GRA and GRO are among the areas of greatest business interaction. In addition, the incumbent will likely have contact with Gippsland Water employees and customers both internal and external to the business.

ESSENTIAL PROOF OF VACCINATION STATUS

To meet our obligations under the *COVID-19 Mandatory Vaccination (Workers) Directions* proof of current COVID-19 vaccination status is required.

Individual’s records will be managed appropriately in strict accordance with Gippsland Water’s Privacy Policy, the Privacy and Data Protection Act 2014 (Vic) and Health Records Act (2001) [Vic].

KNOWLEDGE, SKILLS & EXPERIENCE

ESSENTIAL & DESIRED FORMAL QUALIFICATION

Essential:	Desirable:
<ul style="list-style-type: none"> • A bachelor degree in an engineering discipline, and a commitment if requested to working towards achieving Professional Engineers Registration in the relevant discipline, and full membership of Engineers Australia or equivalent within 3 years. • A current motor vehicle driving licence. 	<ul style="list-style-type: none"> • Post graduate qualifications in management or project management, or technical speciality or relevant work experience. • Maintenance experience in Heavy Duty mobile plant and machinery (e.g. Wheel Loaders, dump trucks, conveyors etc). • Civil Engineering, or related experience in Construction. Delivery of infrastructure projects.

ESSENTIAL & DESIRED SKILLS/EXPERIENCE

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 3 to 4 years' experience working in a technical role compatible with the key responsibilities of this position. • Demonstrated experience in the installation, contract management and construction supervision of water industry infrastructure, or equivalent. • Demonstrated experience of preventative maintenance management. • Demonstrated whole of project management experience. • Highly developed ability to clearly write and review technical specifications and prepare Contract documentation. • Well-developed oral and written communication and presentation skills. • Ability to investigate and analyse options and review functional designs to provide the best outcomes for Agribusiness, Waste Management and sewage & water infrastructure issues. • Demonstrated productive performance in a team environment. • Ability to apply Risk Management processes. • Ability to place into service newly delivered projects in an operating environment. 	<ul style="list-style-type: none"> • At least 5 years' work experience in an engineering field compatible with the key responsibilities of this position. • Demonstrated Contract management, administration skills and experience with large projects. • A detailed understanding of the general conditions of AS4000. • Claims resolution and Variation management experience. • Ability to understand and operate technical, program, and finance computer software packages. • Construction supervision experience. • Practical understanding and ability to apply risk management in an environment such as Agribusiness, Waste Management, water & sewerage infrastructure. • Ability to professionally review, critique and comment on designs, to improve safety, and consider constructability, and cost outcomes.

SELECTION CRITERIA

- Significant and demonstrable experience in the delivery of construction projects for Agribusiness, Waste Management and/or water industry infrastructure or equivalent.
- Highly developed ability to clearly write and review technical specifications and prepare Contract documentation.
- Demonstrated experience in running a preventative maintenance budget programme on heavy duty mobile plant and equipment.
- Ability to investigate and analyse options and review functional designs to provide the best outcomes for water and wastewater infrastructure issues.

- Outstanding interpersonal skills with a demonstrated ability to collaborate with a broad range of stakeholders.
- Ability to operate safely and effectively in a team environment and willingness to consult/negotiate an agreed project team outcome.

