

Role Description Document



Title	Project Engineer		
Role			
Manager	General Manager Through Relevant Project Manager		
Job Grade			
Incumbent			
General Purpose of Role			
<p><i>The general focus of the role in relation to why it is here and what its focus is:</i></p> <p>The focus of the role is to provide engineering advice and assistance on a variety of project types and stages at the planning, design and/or project implementation stage.</p>			
Operational / Business			
<ul style="list-style-type: none"> • Ensuring that the MVM QA or Project Plans, Environmental and OHS&R requirements, policies and objectives are observed and followed in the execution of their tasks. • Carrying out assistant Project Management tasks for construction or engineering projects both on and off site. • Carrying out project planning and programming tasks. • Liaising with clients, consultants or third parties to resolve specification queries and anomalies. • Liaison with project site supervisors to ensure that interface program requirements are achieved. • Assisting Project Managers to monitor subcontractor performance and deal with issues as they arise • Assisting Project Managers to procure material and equipment for the project ensuring timely delivery. • Manage design consultants on D & C Projects as measured by adherence to budget, schedule of approved design, implementation of cost 			

Role Description Document



- effective innovative construction solutions, and control of final quantities when compared to tender quantities.
- Regularly review production performance against expectations and make recommendations for remedial action as appropriate.
- Analyse cost reports to confirm their validity and accuracy, and recommend corrective action where appropriate
- Initiate, implement and monitor improvements to production efficiency, safety and environmental performance
- Provide daily/weekly/monthly production/cost reports in a timely manner as measured by accuracy and compliance to reporting standards templates.
- Assist the Project Manager to define project scoping, budget and cost estimation tasks and assisting in Contract document formulation, production, tendering, tender assessment and award functions.
- Assisting in concept design and constructability determination.

Human Resources

- Ensuring site supervisory staff receive all necessary details to carry out their tasks.
- Comply with all aspects of the Company's EEO, Harassment and Discrimination Policies and procedures to ensure the workplace is free from harassing, discriminatory, offensive and bullying behaviours.

Safety

- Liaison with Safety personnel to ensure that the MVM Management System and any Project Safety Management Plan requirements are achieved and maintained.
- Ensure all activities undertaken by employees and subcontractors are carried out in accordance with the Project Safety Management Plan.
- Ensure that receives relevant information from Principal Contractors so that safe work method statements and risk assessments can be developed and submitted to the Principal Contractor for review before Civil can commence work.
- Ensure relevant parts of project/site safety plans are issued to subcontractors who in return shall forward to their safe work method statements and risk assessments for review before they commence work. .
- Ensure that the duty to consult with employees is met to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work
- Actively promote safe work practices.

Environment

- Ensuring that the company's Environmental requirements, policies and objectives are observed and followed by all employees and

Role Description Document



subcontractors during the execution of all tasks.

- Liaison with Environmental personnel to ensure that the project environmental management system requirements are achieved and maintained as required by the MVM Management System and the Project Environment Management Plan.
- Achieve agreed environmental targets as measured by key lead indicators including compliance to site based environment management plans, audit compliance and successful resolution of non compliance reports.
- Actively promote environmentally responsible work practices.
- Participate in the resolution of environmental issues.

Quality Assurance

- Ensuring that the works as constructed satisfy the full intent of the specification.
- Input into and critical review of the planning process to ensure optimum efficiency.
- The documentation and issue for review to Project Managers of all Technical Procedures and ITPs to ensure all Quality, Safety, Environmental and Technical obligations are achieved and maintained.
- Liaison with Quality, Safety and Environmental personnel to ensure that the project management system requirements are achieved and maintained as required by the MVM Management System and any Project Management Plan.
- Inspection of the works for release of documented Hold Points. Inspection of the works and sign off witness points.
- Identifying and recording non-conformances and assisting in their disposition.
- Investigating and recommending corrective measures to avoid occurrence and/or recurrence of non-conforming products, process and /or management systems.
- Verifying the implementation of preventive and/or corrective measures and/or solutions to non-conformances.
- Controlling further processing, delivery or installation of non-conforming products until the deficiency or unsatisfactory conditions have been rectified.
- Ensuring that appropriate Management System Records are being maintained, stored and indexed in an efficient filing system.
- Participate in the resolution of quality assurance issues.

Experience Required

- Five years experience subsequent to graduation with a focus on construction
- Proficient computer skills, including MS Excel, MS Project and/or Primavera Suretrak

Role Description Document



Qualifications Required

- Civil Engineering (or equivalent) Degree

Accountabilities

Key Performance Areas	Objectives for Budget Year	Critical Measures
Safety	<ul style="list-style-type: none"> • Contribute to the Improvement of the safety performance of business unit 	<ul style="list-style-type: none"> • TRIFR of 12.6 2008 • LTIFR <=1.0 • No Fatalities
Profitability	<ul style="list-style-type: none"> • Achieve or increase project budget EBIT 	<ul style="list-style-type: none"> • Project budget EBIT
Organisation Effectiveness	<ul style="list-style-type: none"> • Reduce employee turnover • Develop a strong cohesive team 	<ul style="list-style-type: none"> • Employee divisional turnover <20% pa • Multiskilled staff
Improvement	<ul style="list-style-type: none"> • Install a robust forecasting method 	<ul style="list-style-type: none"> • Generate accurate and comprehensive monthly forecasting
People/Other	<ul style="list-style-type: none"> • Direct and motivate subordinate colleagues to achieve agreed targets • Develop and enhance project team members' skills and competencies • To ensure that all performance reviews are conducted on time 	<ul style="list-style-type: none"> • Targets achieved • Developed and comply with skills training matrix • 100% completion by due date
Compliance	<ul style="list-style-type: none"> • Fully implement risk management framework • Ensure and accountable for MVM 	<ul style="list-style-type: none"> • Compliance certification • Monthly review of risk and opportunity analysis • Compliant

Role Description Document



compliance with Company-wide and group related strategy, policies procedures and guidelines

Remuneration Package

- Base + Superannuation

Development Program

- TBD

Approved _____
General Manager - Operations

Accepted _____

Checked _____
HR Manager