

Project Engineers | Dec 2020

Joe Wagner Group is a Toowoomba based civil construction company servicing all areas of Queensland and northern NSW across a range of sectors including road, rail and energy infrastructure.

We take pride in providing high quality, efficient and sustainable services, and in our commitment to the safety and quality of life for our employees.

Joe Wagner Group is seeking an experienced Project Engineers/Project Managers to join our team. Applicants must have a proven track record of successful delivery of a wide range of civil infrastructure projects and demonstrated abilities in exceptional customer service and effective communication both internally and to the client. Recent DTMR (Qld) or RMS (NSW) experience is essential.

This role is responsible for:

- The management of civil infrastructure projects, including quality, cost and program control,
- Building and maintaining good relationships with clients,
- The implementation of company management systems, and
- Project estimating.

The successful applicant will have:

- Demonstrated abilities in planning and delivering all aspects of civil construction projects,
- The ability to manage and supervise other team members, including construction work crews,
- A high level of familiarity with relevant standards and legislation,
- A strong commitment to a safe work environment,
- The ability to use specialised project management tools, and
- Excellent communication skills, both verbal and written.

University qualifications in Engineering or a similar field is highly desirable.

This position is permanent full time and projects will be regional. An attractive remuneration package is available for the person with the skills and experience we are seeking. For the right person, this position has the opportunity to develop into a senior business management role.

Expressions of Interest close on 4th January 2021. Please apply by emailing hr@joewagnergroup.com.au providing details of your relevant skills and experience, specifically addressing the above criteria.

Project Engineers / Project Managers Job Description

About us

What we do

Joe Wagner Group provides plant hire and civil construction services across a range of industries including: infrastructure, energy, government, mining, commercial and residential projects.

We service all areas of Queensland from our base on the Darling Downs and travel interstate as required.

Our aim is to provide sustainable construction solutions.

Our History

Joe Wagner Earthmoving was established in 1985 to provide earthmoving plant hire for Toowoomba and the Darling Downs. Today Joe's sons, Nick and Jim, have become the Directors, joining long term employees and young trainees in delivering professional construction solutions with small business service.

Our Values

We take great pride in the company's reputation as an industry leader in its field. The business continues to adopt the latest plant and machinery technology and strives for continual improvement as a professional organisation. Joe Wagner Group has 4 Core Values:

1. We enjoy what we do
2. We do the right thing by everyone
3. We think outside the square
4. We inspire

Through imbedding these Values in our business, we ensure that:

- Our high quality, efficient service assists our clients to run their own sustainable businesses.
- We recognise the value of our employees and their families and are committed to their safety, quality of life and training.
- Our work is conducted to the highest environmental standards so that our descendants can enjoy our beautiful country as much as we do today.



Your Position

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance.

Reports to:

Incumbent:

Purpose of the position:

The purpose of this position is to manage Joe Wagner Group construction projects. It will also be responsible for management systems, estimating and office support. This person will be involved in providing exceptional service and communication with the customer and where needed, acting as the communication link between the customer and the Directors.

Responsibility:

Tasks:

Project management

- Primary responsibility for project construction management
- Manage client correspondence and contractual items
- Compile and submit progress claims
- Assess, value, substantiate and submit variation claims
- Project cost reporting
- Project quality, safety and environmental management. Includes planning, implementation, trouble shooting and reporting
- Manage project programmes including updating the computerised project schedule, identifying delays and putting in place contingency plans and keeping clients up to date as appropriate
- Lead subcontractor and supplier procurement and management
- Analyse and report on project performance including programme, budget and other key performance indicators
- Provide technical support to project staff
- Primary responsibility for client liaison and business development

Integrated Management System Management

- Assist with the implementation and maintenance of the Joe Wagner Group Integrated Management System (IMS).
- Assist with the facilitation of external audits required to maintain third party certification of the IMS.
- Actively seek to continually improve the IMS to achieve industry best practice and efficiency in implementation.
- Lead internal audits and inspections; corrective action requests; incident investigations; and related IMS functions.
- Develop Project Management Plans, Inspection and Test Plans, Traffic Management Plans and other project management documentation.
- Train other workers in relevant aspects of the IMS.



Estimating	<ul style="list-style-type: none"> ▪ Participate in all aspects of tendering across the business. Seek, prepare and submit bids for all types of civil construction projects. ▪ Review and interpret project documentation. Such documents may include but are not limited to: Drawings, Specifications and Geotechnical Reports. ▪ Prepare accurate and precise quantity takeoffs. ▪ Participate in site visits when required to understand the scope of work, take photos and liaise with the potential client(s). ▪ Research and contact potential suppliers, tradespeople and subcontractors to obtain quotes. ▪ Calculate accurate cost estimates from first principles. ▪ Identify to the Directors the risks and opportunities associated with each project. Assist in the assessment of such risks and opportunities and provide advice on management of them.
Office Management Support	<ul style="list-style-type: none"> ▪ Assist with general office duties as required
Customer Service & Relationship	<ul style="list-style-type: none"> ▪ Liaise regularly with client representatives ▪ Actively seek out new opportunities for the business ▪ Demonstrate at all times an understanding of the need for quality and timeliness in service to create satisfied customers ▪ Provide information to the Directors as required in response to any customer complaints/queries/issues
Training	<ul style="list-style-type: none"> ▪ Attend appropriate development and skills training opportunities as directed ▪ Demonstrate commitment to your own professional skills and knowledge ▪ Understand your area of competence and advise of any training requirements that you believe may be relevant to your work.
Quality, Environment and Workplace Health & Safety	<ul style="list-style-type: none"> ▪ In cooperation with the Directors, proactively identify and implement best practice and high quality processes and systems ▪ Comply with all relevant legislation, regulations, codes of practice, standards, company policies, procedures, instructions relevant to your work <ul style="list-style-type: none"> • Take all reasonable steps to reduce the risk of any hazard and to control/minimize the hazard to yourself and others • Manage and report WHS issues Directors • Lead relevant consultation, training, etc • Participate in Rehabilitation and Return to Work Plan/Suitable Duties or EAP programs where relevant ▪ Inform the Directors of any relevant information/changes including: <ul style="list-style-type: none"> • when you are under the influence or taking any form of drug/medication/alcohol • any changes to your health and wellbeing that may influence your work ability • any changes to your emergency medical information • any changes to your drivers'/other licences ▪ Attend and/or deliver Toolbox talks, site inductions and pre-starts as required ▪ Liaise with client's representative on site for any safety issues



Manager responsibilities in respect to Quality, Environment and Workplace Health & Safety

- The promotion of safety among others, including (but not limited to):
 - the effective use of the Joe Wagner Group Integrated Management System
 - a role model in your approach to encouraging other staff to adopt and improve their personal safety consciousness
 - lead by example and build trust by doing what you say
 - have a visible presence in the work area
 - encourage reporting of all damage to plant and equipment, arrange repairs and analyse and deal with underlying causes appropriately
- Ensure that visiting Contractors are engaged in accordance with the Joe Wagner Group Integrated Management System and are involved in the appropriate safety induction
- Continually assist in the reduction of the environmental impacts of our operations

Any other duties as directed by management from time to time



Your Skills, Experience & Behaviours

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills & requirements

- Expert level of civil construction management skills
- Ability to plan and deliver all aspects of civil construction projects
- Ability to manage and supervise other team members
- High level of familiarity with relevant Standards and Legislation
- Solid computer literacy including Word, Excel and Outlook
- Ability to use specialist software including proprietary programming tools (e.g. MS Project, Asta Powerproject), estimating tools (e.g. Expert Estimation), drawing tools (e.g. AutoCAD), cost control tools (WorkBench) and others
- Exceptional organisational abilities including the ability to time manage yourself and other staff
- Ability to ensure all jobs are performed to a high level of customer satisfaction and standard
- Ability to adhere to workplace safety procedures, write Safe Work Method Statements, conduct risk assessments and ability to lead others in the same
- Excellent written communication skills
- Excellent verbal communication skills and exceptional interpersonal skills and ability to build rapport with and negotiate with customers
- Solid mathematical abilities
- Proven, effective people management skills
- Demonstrated ability in Risk Management
- Ability to read and understand plans and specifications with exceptional attention to detail
- Ability to be flexible and focus on identifying and providing solutions
- Demonstrated attention to detail with consistently accurate results
- The ability to meet and maintain the physical requirements of the role

Experience & Qualifications

- Extensive civil construction experience is essential (minimum 10 year)
- Previous experience in construction management or site supervision is highly desirable
- Current, valid driver's licence relevant to your role (ability to provide a clean driving record with documented evidence of driving history/check substantiated)
- General construction industry induction (Blue or white card)
- Competency in the safe operation of plant, Licenses to Perform High Risk Work, tickets/qualifications in other relevant trades are desirable
- A degree in Engineering/Construction Management or similar field is highly desirable



- RPEQ qualification is highly desirable
- Other relevant qualifications like traffic management and workplace health and safety management are highly desirable.

Behaviour

To truly excel in our environment, we believe you need to:

- Demonstrate patience and tenacity
- Have consideration and respect for others
- Be self-disciplined and able to work with minimal supervision
- Be a strong team player with a willingness to learn
- Be honest and ethical
- Have a positive outlook and approach to work and people
- Be committed to maintaining a safe work environment and minimising our impact on the environment
- Have dedication to quality and exceptional service ethos (internal and external 'customers')

Physical Requirements

At Joe Wagner Group, we take our obligation to keep you safe seriously; and we can't do it alone. Listed below are the essential physical requirements of the role. Please review and if you believe that there is any reason you would not be able to meet these requirements, or if you may need reasonable adjustments to the workplace to help you perform the requirements of the role, you have an obligation to let us know immediately.

- Safely lifting a maximum of 20 kg infrequently (including bending, lifting, carrying and placing). A team lift of two people is to be used to lift items weighing between 30-50 kg. Items over 50kg should be lifted using mechanical assistance (e.g. telehandlers, forklifts, cranes).
- Regular sitting at a desk completing administrative tasks, telephony tasks, reviewing documents, plans and procedures, using a computer for up to 10 hours per day, looking at a computer monitor, using a keyboard and mouse (e.g. for induction, training, administrative, finance or planning activities as required).
- Auditory perception sufficient to allow for the receipt and delivery of detailed oral communication.
- Regular handling and operation of office technology (e.g. printer, scanner, hard copy filing, mobile phone etc.).
- Far visual acuity must be at least at the minimum standard required to drive the class of vehicle being operated.
- Near visual acuity below 0.5 metre sufficient for accurate reading, writing, operation of office technology as required.
- Some tasks may require the ability to identify and distinguish colours. Although full colour vision is not a mandatory requirement for the role, it's important to inform your supervisor if you are colour blind.



Expectations

It is important to note that we have a number of overarching expectations that apply to all roles at Joe Wagner Group:

- Reliability and punctuality – it is an expectation that you attend work when and where you are rostered/requested and that you arrive in time to be able to start work at the designated start time. Being unreliable or being late for work impacts on your work mates, the customer, our reputation and ultimately on you.
- Flexibility with travel and overtime – when and where we work is largely influenced by customer demand. We look for flexibility from our team in being able to travel and work the necessary hours (within reason) to meet these demands.
- Adherence to company policies and procedures – your induction will include explaining the policies and procedures of Joe Wagner Group. It is an expectation that you understand, acknowledge and abide by these. If for any reason you feel unable to do so, it is your responsibility to raise this with a Director.

Employee Acknowledgement

I have read, understood and agree with the expectations of this position description. I acknowledge and agree that my duties may be changed from time to time to meet the operational needs of the company. I acknowledge and agree that I have an obligation to advise of any reasons that I may not be able to meet the physical requirements of the role (or advise of any adjustment to the workplace that I may need to help me perform the physical requirements of the role).

PRINT NAME

SIGNATURE

_____/_____/_____
DATE

PRINT NAME

SIGNATURE

_____/_____/_____
DATE

Parent/Guardian (if employee under 18) **(this section can only be completed by the parent or legal guardian of the employee)**

