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### Engineer - Contract Management

#### Primary Objective of Position

The Engineer - Contract Management assists the Project Engineer(s) to ensure that the Contractor delivers the Contract to plan and specification and that deliverables are verified.

#### Key Outcomes

The Engineer - Contract Management will be accountable to the Project Director for the following outcomes:

- 1) Compliant contract project:
  - # Contractual compliance
    - # Plan and Specification incl quality
    - # Notifications
    - # Payments
  - # Project statutory compliance - laws and regulations
    - # Health and safety
    - # Environmental
    - # Road signs and traffic control
  - # Design and structural compliance
    - # Undertake site design adjustments
    - # Refer design/structural variations to HQ/designers
- 2) Resources coordinated
  - # Monitor and schedule project management resources
    - # Preparation of sites including access, surveys etc
    - # Contract quality control – material sources, testing and clearances,
    - # Contract quantity – material and furnishings e.g. monitoring, quantity surveyors
  - # Management of variation authority orders e.g. pavement design
  - # Preparation of progress expenditure reports including variations and adjustments
- 3) Stakeholder relationships managed
  - # Plan and respond to stakeholders
    - # Landowners/property owners/tenants and their representatives
    - # Contractors works representatives
    - # Public e.g. Road users
  - # Participate in site meetings and negotiations
- 4) Project completion/commissioning control
  - # Work as Executed plans
  - # Plans prepared for contract and project stage commissioning
  - # Effective control/monitoring of all contractual obligations with the contractor
- 5) Project Engineer informed.
  - # Project monitoring for Project Engineer
    - # Day to day field feedback
    - # Project event and resource forecasting – weekly, monthly etc
  - # Project reports submitted to ensure contractual reporting is complied with
  - # Project variation records maintained to ensure commissioning e.g. WaE
- 6) Demonstration of the PWD image and value standards

## Duties / Responsibilities (Describes key competencies required to achieve performance levels)

### Competence

### Competence Description

#### Business

Business Performance

Establish performance management measures managing adjustments and variations

Risk Management

Implement and manage a risk assessment program.

Planning

Develop an operations plan to define specific objectives.

Systems and Procedures

Undertake defined modifications/reviews to procedures; draft manuals/instructions.

Documentation

Present information in a report that explores the links between the issues and draws conclusions.

#### Customer

Customer Commitment

Seek, act upon, and follow through on customer feedback regarding products or services provided.

Relationship Building

Build long-term relationships working as a trusted advisor.

Quality Focus

Monitor/audit quality standards: provide guidance and direction to staff on quality standards.

#### People

Team Orientation

Assemble teams with different talents, interests and background to create synergy.

Facilitation

Ensure work delegated is completed in an effective and timely manner, accepts accountability.

#### Professional

Technical Strength

Analyse a problem and develop the solution using standard procedures and methods – technical specialist.

Compliance

Investigate/audit and report on compliance issues.

Research

Review results from research, reporting and drawing conclusions.

#### Operational

Health and Safety

Observe and report potential hazards or security breaches in the workplace.

Environment

Observe and report potential environmental hazards or breaches in the workplace.

## Interactions

### External

Government Officials  
Line Ministries  
General Public  
Auditors  
Suppliers  
Landowners  
Provincial Councils'  
City and Town Councils  
Associations / Unions  
Tenants  
Contractors

### Internal

Regional and Headquarters  
Management team  
All staff

## Person Specifications:

### Qualifications

#### Preferred

Degree Civil Engineering

#### Desirable

Higher Degree incl. Post Grad Cert or Dip Project management &/or contract law

### Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Membership of Professional Engineers Institute (recognised)

#### Regulatory Compliance Requirements

Drivers Licence

### Work Knowledge and Experience

Contract management or contractor experience necessary

Road construction and/or rehabilitation essential

A competent engineer is likely to have over 3 years experience in project management

## Personal Attributes :

### Attribute Type

### Attribute

#### Behavioural

Accountable  
Detail Oriented  
Resilience

#### Interpersonal

Forthright  
Perceptive

#### Thinking

Challenger  
Decisive  
Disciplined / Systematic

**How to apply:**

**Closing Date:** Friday, 6 November, 2009