

POSITION DESCRIPTION

Project Engineer – Electrical

Date:	24 April 2023	Line Manager:	Construction Manager
Title:	Project Engineer – Electrical	Direct Reports:	Nil
Team:	Delivery - Construction	Status of Position:	
Location:	Site Based	Date Reviewed:	23 June 2023

1 Position Summary

Reporting to the Construction Manager, the Project Engineer – Electrical is responsible for supervising and monitoring the site works associated with one or more of the contractors for the Project, ensuring the project is delivered in accordance with the project frameworks and Principal's Requirements.

Primary responsibilities include managing all construction activities carried out by contractors, and ensuring works are being undertaken in accordance with health, safety, environment, quality (HSEQ), contractual and project requirements.

1.1 Key Responsibilities

Construction Management Support

- Provide project engineering support to the Construction Manager - this is a key aspect of this role.
- Contribute to a project culture based on open, effective communication and collaboration between all Squadron Energy and Contractor project team members.
- Engage in the day-to-day relationships with Contractors, consultants, local stakeholders, landowners, and regulatory authorities.
- Deliver the project in line with Squadron Energy objectives, including time, cost, and quality standards.
- Assist in managing the construction of the project and the Contractors including reporting, issue resolution, on-site inspections, and reviews.
- Ensure risks are identified and that risk mitigations are implemented and are effective.

Health, Safety, Environment and Quality (HSEQ)

- Be a champion for HSEQ by adhering to, communicating, and always promoting adherence to Squadron Energy policies.
- Model a proactive approach to HSEQ and supporting all Squadron Energy and Contractor team members to do the same to develop and maintain a strong HSEQ culture on site.
- Ensure that any notifiable incidents are correctly reported.

Design and Supply

- Be fully aware of project requirement associated with the supply and installation of the works to assist in ensuring the design is progressed in a timely manner such that the various interface requirements are met.
- Ensure inspections are conducted in compliance with Principal's Requirements (Inspection and Test Record and Plan templates) other appropriate plans (Design Documents, Drawings and Specifications) and accurate quality documentation is provided.
- Work with the Owner's Engineer (OE) on certification of completeness for milestone payments.
- Work with the site team members on the interfaces and overall installation management.
- Assist in reviewing the design for compliance with the Principals Requirements in collaboration with the OE.
- Undertake reviews to ensure the various supplied materials comply with the contractual requirements and applicable laws.

Site Works

- Ensure full awareness of all ongoing site activities related to the role and provide assessments of those activities on the overall project. This will require:
- Verification of the contractor's performance and contract compliance.
- Ensure the works are in accordance with the project reference documents.
- Close liaison with site team to ensure any issues are handled in accordance with the contract requirements to ensure installation works are not delayed.
- Manage the handover of the assets to the Squadron Energy Operations Team including the provision of the various quality and operation documents.
- Assist in completion of QA documentation to enable handover of the works to subsequent contractors.
- Oversight of the interface elements relating to other disciplines of work / other contractors.
- Installation of the works in accordance with the contract requirements.
- Ensuring compliance with the various Development Approvals, Principal's Requirements, other project reference documents and legislation.
- Participate in safety, environment, and quality audits to be carried out as per Squadron Energy and project requirements.

Contract Administration

- Ensure that all project contract requirements are implemented.
- Ensure Company policies associated with contracts are adhered to.
- Support the preparation of contractual claims and variations as required.
- Confirm the progress of works in support of payment and variation certification process.
- Assist with reporting and processing monthly cost recording and processing.
- Provide input into all reporting in accordance with the project and company requirements.
- Produce and/or assist in estimating with guidance on costings and commercial matters.
- Identify and potential areas of claim or variation from the contractors.
- Participate in project meetings as required with the subcontractors.
- Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations.
- Ensure continuous lessons learned is implemented via continuous dialogue with project management team and Squadron Energy Project Management Office (PMO).

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- A minimum of seven (7) years' experience delivering complex projects ideally within the renewable energy sector.
- Sound technical and commercial knowledge of electrical design and construction standards.
- Experience in design, construction, and commissioning of electrical power infrastructure.
- Experience with safety and environmental and risk mitigation controls.
- An understanding of the appropriate Australian Standards.
- Ability to review design drawings for compliance, technical specifications, design criteria, project work plan/time schedule, inspection test plans, BoQs and cost estimates.
- Experience in dealing with statutory authorities, agents, sub-contractors and suppliers.
- Demonstrated understanding of engineering, design, procurement, construction, and commissioning methodologies.
- Familiarity with landowner, stakeholder, and planning elements of the wind farm development process (desirable).
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise.

2.2 Skills

- Highly developed interpersonal skills, including liaison and negotiation skills.
- Excellent written and oral communication skills with the ability to influence outcomes.
- High level of accuracy and attention to detail.
- Be able to work both autonomously and within a diverse team.
- Ability to use initiative, solve problems through analytical thinking and make decisions within a fast-paced construction environment.
- Ability to be proactive, anticipating needs, and finding opportunities.

- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Computer literacy and strong competence with the Microsoft 365 suite of software, scheduling and cost systems is fundamental to this role.

2.3 Qualifications

- Bachelor's degree in engineering (electrical) or equivalent to satisfy the Institute of Engineers Australia.
- White Card.
- Current driver's licence.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

Squadron Energy is an EEO employer and we value diversity within our company.