



## **Position Description** **Project Engineer**

### **Who We Are**

Since its' inception in 2003 Controlworks has grown to become a leader in building automation and energy management solutions across Australia and New Zealand.

Controlworks designs, commissions and installs systems and products based on open and interoperable communication protocols.

Our focus is on sustainability, efficiency, optimising project outcomes which leads to meeting and exceeding client expectations and ensuring our position as innovator and deliverer of interconnected intelligent buildings and solutions.

Due to our team, our systems, our track record as an independent Systems Integrator and our ability to keep at the forefront of technology ensures that Controlworks will continue to offer leading edge technology solutions for energy efficiency and comfort that results in lower maintenance and energy costs.

### **Reporting and Organisation Structure**

The Project Engineer works within a matrix management structure. They are accountable to the Program Management Office (PMO) Manager to work on allocated project and responsible to deliver as directed services into the project from the Project Manager. They will carry the necessary autonomy to run all aspects of the project, within scope; within engineering authorities and within budget. When outside of the scope or budget, approval must be obtained from the responsible Project Manager and, depending on the change of scope or budget, by the Operations Director. This covers the lifecycle of the project, that is; Engineering, Project Management, Installation and Commissioning.

## Project Engineer – Operational Management Accountability

### Rules of Engagement Employees

- Work in accordance with the Controlworks and Powerlink group business strategy and departmental requirements
- Embrace the Vision, Corporate culture company standards and values
- Adhere to company and departmentwide policy, frameworks, systems and standards
- Participate in reviews and audits as required
- Adhere to best practice and departmental guidelines
- Be responsible for own education, training and maintenance of necessary certification
- Adhere to Controlworks internal and external stakeholder engagement guidelines
- Champion and communicate the Controlworks and Powerlink group brand
- Provide input into the development of Subject Matter and act as a SME (Subject Matter Expert) across areas of competence
- Abide by all Risk Management, Quality, Health and Safety standards



“ With Controlworks you can be sure we’re focused on delivering solutions that are best for you to harness the full potential of your built environment and beyond. ”

### Competencies

All roles within Controlworks have a number of core competencies that are pre-requisite. The incumbent is responsible to ensure that their competencies, qualifications, knowledge of relevant Controlworks systems and processes and certification are kept current. The incumbent is also required to ensure that they keep up to date with technological and industry developments.

Controlworks, in accordance with policies, will support obtaining and maintaining competencies.

The Competencies for the Project Engineer are

- Fully proficient in Controlworks Engineering and Project Management systems and practices across the scope of the project, that is, Engineering, Project Management, Installation and Commissioning;
- Client relations and interpersonal skills;
- Controlworks Commercial delegation and their accountability within this policy;
- Continuous Improvement of project management process;
- Capacity to understand when guidance is necessary to successfully deliver the project; and
- The ability to learn from successes and mistakes.

## **Primary Responsibilities**

### *Engineering*

In concert with the PMO Manager determine the best Engineering approach to the project including product selection. Determine if the project is pattern, which is one that Controlworks has addressed earlier or bespoke, a new Engineering approach. The project engineer is to produce all engineering and documentation in accordance with Controlworks best practice whilst also providing innovation and developing new more streamline practices. Cost the engineering scope and agree the engineering budget with the Project Manager.

### *Commissioning*

Once the project is installed ensure that it is commissioned in accordance with the specification of the project. Ensure that the commissioning meets the needs of the client and is in accordance with all Occupational Health and safety requirements of client and Controlworks.

The Project Engineer is required to learn and assist the Project Manager in all aspects of the project including project management, installation, financial control and procurement to ensure compliance of all works within the scope of the project. In some instances the project engineer will assume sole responsibility for these functions. This will be highlighted at commencement of the project.

### *Project Management*

Manage all aspects of the project including but not limited to Project Integration; coordinating people, material and processes; defining and managing scope and variations, project delivery, cost management and contingency planning.

### *Installation*

Via, Powerlink Solutions, ensure that the sub-contractors install the and complete work in accordance with specifications, maintain an overview of the project at all times and ensure compliance at all times with Occupational Health and safety requirements of client Controlworks and Powerlink Solutions.

### *Commercial and Financial Control*

Manage the Project in accordance with the budget and Controlworks Delegated authority.

### *Project Stakeholder Management*

The management of the relationship with suppliers and clients, to minimise miscommunication and manage expectations.

### *People Management*

Manage the internal, contact and client personnel to ensure the efficient delivery of the project.

### *Procurement*

Manage procurement to ensure best outcomes for Controlworks and the supplier.