

Position Description

Position:	Design Engineer
Reports to:	Program Leader Investigation Design
Classification	Grade 7 Band 3 Level 2 of Local Government (State) Award 2020.
Term of Employment:	Full-time
Number of direct reports:	Nil
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at 135 Rusden Street Armidale.
Operational Expenditure:	\$15,000
Capital Expenditure:	\$15,000
Delegations	In accordance with Council's Delegations Register.

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, a pre-school, waste facilities and water and sewer infrastructure

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

Program Description

Operating within the Asset Planning and Design area of Council, the program has the responsibility to undertake asset planning for the maintenance of council assets and the preconstruction activities to facilitate construction of new or remediated assets in the areas of roads, parks, stormwater drainage, water, sewer, airport and facilities and property. The program provides a high standard of excellence in respect of these functions, in our approach to community and in the management of community assets.

Position Profile

Provide an advanced level of professional technical support and assistance to the Asset Planning and Design Programs by undertaking a variety of Engineering Design tasks including Engineering survey, design and technical assistance for the construction and maintenance of roads, bridges, drainage, water supply, sewerage and associated works. Technical assistance may include supervision of special projects and support or assistance in Contract Management.

The position holder will be directly involved in the application of engineering principles to the asset management of Council's assets that give rise to liability under the Civil Liability Act 2002 (NSW) and shall be paid a 3.5% allowance in addition to weekly salary system rate of pay.

Key Role Responsibilities

To ensure an advanced level of technical assistance and support is provided by the Design Section to the Service Delivery area of Council.

- To undertake a variety of Engineering Design tasks including Engineering survey, design and technical assistance for the construction and maintenance of roads, bridges, drainage, airports, water supply, sewerage and associated works.
- Provide supervision of minor works.
- Supervise Programs or Projects carried out by Design Staff.
- Provide technical support to engineering projects and infrastructure management for the provision and maintenance of:

Traffic and Transport Facilities.

Stormwater Drainage Facilities.

Total Catchment and Floodplain Management Programs.

Water Supply Facilities.

Waste Water Collection and Treatment Facilities

Solid Waste Facilities

Civic & Recreational Services Operation and Maintenance.

Design and Project Management Services including Special Projects.

Contract Management

Incident Management.

Utility Location Service.

Driveway Design Service.

Support and Enquiries Service.
Private Plan Printing Service.

- Preparation of programs and regular reports. Achievement of objectives and completion of projects to target and within budget.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

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- Achievement
- Agile
- Limitless
- Resilient
- Unity
- Wellbeing

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.

- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential Selection Criteria:

1. Tertiary Engineering qualifications in civil engineering recognised as acceptable for membership to Institution of Engineers Australia (IEAust) with a minimum of 5 years experience in the industry or an equivalent level of training and experience. Previous relevant experience in Local Government is desirable.
2. A through knowledge of the operations of the Design Services Section including:
 - Engineering design, drafting, estimating and documentation.
 - Engineering survey and investigation.
3. Demonstrated experience in budget preparation, control, review and monitoring.
4. Proven ability in Project Planning and Management demonstrating success in meeting program targets and experience in preparing Contract specifications and associated tender documents.
5. Effective team leadership skills and ability to lead by example.
6. Demonstrated written and oral communication skills commensurate with instructing and advising other personnel in technical details and the ability to effectively communicate with customers, staff of other sections and Management and to resolve engineering problems by clear thinking and problem solving techniques.
7. Demonstrated office equipment skills including experience with Microsoft Office Applications – Word, Excel and MS Project. Ability to utilise current engineering computer software applications AutoCAD & Civil 3D. A strong competence in the use of computer technology to solve basic and more complex engineering problems.
8. Current Australian Drivers Licence Class C

Prepared by:	Human Resources
Approved by CEO (or delegate):	Acting Director Organisational & Corporate Services.
Date Approved/Updated:	28 September 2020
Version No:	VERSION 2

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	