

POSITION DESCRIPTION

POSITION: Senior Engineering Designer	REPORTS TO: Team Leader Survey and Design	
DIRECTORATE: Sustainable Infrastructure	GROUP: Strategic Asset Management	
SECTION: Survey and Design	GRADE: I	DATE: 22 April 2022
POSITION NUMBERS: 224; 225; 226; 227; 233; 974	Indoor	Permanent Full-Time

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ CUSTOMER CENTRIC *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY *We are transparent and responsible in all that we do*
- ✓ INNOVATION *We deliver excellence in our services through innovation*
- ✓ COLLABORATION *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT *We support our people and provide them the scope to deliver outcomes.*

POSITION OBJECTIVES

- To provide support to the Group Leader, Sustainable Asset Management to establish a high performance organisation through the development of its people and processes, meeting the vision and objectives of the Coffs Harbour community plan.
- Prepare high quality designs, timely construction drawings, estimates and specifications for civil infrastructure works.
- Deliver drawings, designs, specifications and technical information to meet work schedules and project requirements.
- Demonstrate a commitment to Councils core values, comply with the Code of Conduct and promote the image of Council as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with Council's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of Council through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and Council management

Learning and Development (L&D)

Support Coffs Harbour City Council as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to Council's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with Council's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and whether decisions or actions will have a negative impact on the environment, financially or the community, either now or in the future.
- Apply appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
 - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times
 - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise

KEY RESPONSIBILITIES

Design Investigation

- Consolidate project data, including consideration of options and constraints. Undertake preliminary investigations which may include a number of concept designs and estimates to ensure the stakeholder's requirements are met.
- Liaise with Project Managers and Strategic Asset Management staff to develop preliminary concept designs.
- Consult with relevant authorities with respect to services and apply risk management and value engineering principles to the design.
- Undertake detailed analysis of the nominated project options and recommend a preferred solution that will move the project forward as required by Council.

Engineering Design

- Ensure that designs meet or exceed appropriate technical standards.
- Ensure that designs eliminate unnecessary costs while preserving functional requirements.
- Apply risk management principles, considering constructability, financial, social and environmental constraints of the project and the overall maintenance and operational issues to ensure designs meet stakeholders' requirements and expectations.
- Ensure that the principles of Safety in Design are fully met throughout all the design phases.

Job Management

- Ensure design and project documentation for all works are produced on time, to budget and quality standards. Identify the need for additional resources where necessitated for identified workloads and refer to appropriate Staff members.
- Ensure quality processes are adequately documented, actioned and monitored

Risk

- Ensure a thorough risk assessment process is conducted for each project.

Quality Assurance

- Provide input to the Design Section Quality Manual in conjunction with the Team Leader, Survey and Design.
- Maintain the Survey and Design record filing system

Also – undertake projects as directed.

KEY RELATIONSHIPS

- Section Leader Survey and Design
- Team Leader, Survey and Design
- Asset Project Delivery staff
- Strategic Asset Management Staff
- Survey and Design staff
- Other Operational and Council Sections
- CHCC Leadership team

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Diploma in Civil Engineering or equivalent qualification.
- Minimum ten (10) years' relevant project work experience (civil and municipal works design, costing, management or construction)
- Extensive experience and proficiency in computer-aided design, drafting and modelling software, in particular 12d Model, AutoCAD or BricsCAD
- Demonstrated experience in the application of engineering principles as they relate to this position

Desirable

- Current Class C Drivers Licence

COMPETENCIES

Knowledge and Capabilities

- Demonstrated high level interpersonal, oral and written communication skills.
- Current Class C Drivers Licence
- Competent report writing skills

Position Demands Analysis

Senior Engineering Designer

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	0	Kneeling for extended periods	
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	1	Balancing	1
Very Heavy work lifting >45.5kg	0	Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	0	Colour vision	2
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	0
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	2	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	2	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	0
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	1	Vibration	0	Shift work	0
Working alone	1	Working at heights	1	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0		