

Position Description

Position Details			
Position title	Design Engineer	Position number	PD526
Group	Assets & Operations	Previous position numbers	PD 482
Section	Project Development	Reports to	Design Engineering Coordinator
Area	Design	Evaluated / approved by	A. McMahon
Team	N/A	Version number	May 2021
Position level code	6 Line Staff		
Position statement	Undertake a range of engineering activities including pre-construction, design, implementation and finalisation of projects; civil, public domain and structures.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Coordination & Administration	<ul style="list-style-type: none"> Plan and undertake the design and documentation of a range of projects; civil, public domain and structures for BVSC. Deliver assigned projects as detailed in the capital works 1 Year Operational Plan. Maintain project documentation in accordance with the Project Management Reporting Framework. Prepare internal reports for Design Engineering Coordinator as required. Liaise with BVSC staff, other government departments, private business and the general public. Provide technical advice on design and construction standards within qualifications and competence. 	<ul style="list-style-type: none"> Deliver the design component of assigned Capital works projects, as contained in the 1 Year Operational Plan - delivered within 90% of agreed timeframes. Ensure the implementation of the Project Management Reporting Frameworks across all assigned projects – 100% Compliance. Technical advice is correct and provided within a timely manner.
Project Planning & Scoping	<ul style="list-style-type: none"> Consult with asset owners and relevant stakeholders to prepare detailed project briefs and scopes. Implement Project Plans and programs in accordance with agreed briefs and scopes for assigned projects. Prepare cost estimate and plans, and monitor project budgets for the duration of assigned projects. 	<ul style="list-style-type: none"> Ensure that all projects have project briefs and scopes – 95% Compliance. Ensure that all projects have cost estimates – 95% Compliance.
Investigation & Design	<ul style="list-style-type: none"> Assist in the provision of advice as the Civil Design Subject Matter Expert (SME) to senior staff on legislation, regulations and current best practice. Undertake design and documentation of civil, public domain and structures for BVSC. Assist in the development and review of design guidelines and procedures 	<ul style="list-style-type: none"> Participate in the annual review of design guidelines and procedures to ensure they are up to date with current engineering standards and practices - 100% Compliance. Ensure that all design and specification are peer reviewed – 100% Compliance.

Position Description

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Contract Administration	<ul style="list-style-type: none"> Assist in the preparation of specifications and contract documents for tender. In conjunction with Supply Services, coordinate the tender process for consultants and contractors. Management of contractors and consultants, including: <ul style="list-style-type: none"> Contractor induction Contractor insurances, WHS and environmental controls and documentation and associated compliance issues Evaluation and authorisation of payment claims associated with contracts Inspection of works performed by contractors Conducting meeting with contractors 	<ul style="list-style-type: none"> Ensure that all contract and tenders are peer reviewed – 100% Compliance Ensure that contractor and consultants documentation (WHS, insurances, etc.) is in accordance with the contract - 100% compliance Ensure payment claims are authorised in accordance with the contract – 95% compliance
Quality Assurance & Inspection	<ul style="list-style-type: none"> Assist in the preparation of inspection test plan and develop quality assurance standards and procedures. Inspect works carried out by contractors and Works Team to ensure compliance with design and specifications. Provide specialist technical advice as required. 	<ul style="list-style-type: none"> Ensure that works carried out by Contractors and Works team comply with specification and design – 100% Compliance
Innovation and adaptability	<ul style="list-style-type: none"> Willingness to suggest and adopt new initiatives. Capacity to adapt to and promotes change in the workplace. Identify and use contemporary technology and equipment. Keep up to date with current best practice design and project delivery practices. 	<ul style="list-style-type: none"> Promote and adopt new initiatives , changes, technology and equipment

General Position Requirements	
Key area	Expected Behaviours
Leadership & Management	<ul style="list-style-type: none"> You use a consultative style to achieve project outcomes You use influencing skills to achieve project outcomes where you do not have direct accountability for people or resources
Financial management	<ul style="list-style-type: none"> You monitor project budgets and regularly review to ensure budgets remain on-track for the life of projects. You provide project budget estimates based upon agreed project scopes and project management plans. You comply with the organisational procedures for procuring services (contractors and consultants) and materials, including tendering processes.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	Expected Behaviours
People Matter	<ul style="list-style-type: none"> You publicly role model the PLaCE values and actively encourage your people to do same You promote and ensure employees have a work-life balance You promote and ensure safe work practices are used by employees/contractors/volunteers You insist upon fairness in the workplace regardless of people holding differing ideas, perspectives and having different backgrounds
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events and direct others in the team to also do so. You seek to learn from your colleagues, looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You encourage and support continuous improvement within the team. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members You work with stakeholders in tailoring services to meet or exceed their expectations You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture You always speak in positive terms when referring to your area, other teams and our organisation.

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience in project, consultant and contractor management.
- Demonstrated knowledge and experience in the scoping, investigation, survey and design of civil works projects. Two (2) years' experience (indicative).
- High level written and verbal communication skills including the ability to liaise and negotiate effectively with internal and external stakeholders
- Demonstrated high-level experience in computer-aided design (CAD) such as Autocad, Civil Cad and Civil 3D (Demonstrated through holding a recognised computer-aided design course qualification or 5 years' experience – indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as a high level of proficiency in the use of Microsoft Office products and the ability to utilise software and systems to record and extract data.

Selection criteria – qualifications and licences

- Degree-level qualification in Engineering or related discipline Degree.
- Current NSW Class C Drivers Licence.
- SafeWork NSW General Construction Induction Card (White Card).

Conditions of Employment

Status	Permanent full time		Hours per weeks	35
Award classification	Band: 3	Level: 2	Award	Local Government (State) Award 2020
BVSC grade	13			
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.			

Delegations

Staff	Number of direct report positions: Nil	Staff span of control: Nil
Budgetary	\$ Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Purchase card limit: \$N/A
Statutory	As per BVSC Register of Delegations	
Security	Access to Zingel Place Building, 24 hours / 7 days per week.	

Benefits

Motor vehicle	Not applicable		
Information technology	<input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input checked="" type="checkbox"/> Not applicable		

Benefits	
	<input type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses
Other	This position is entitled to payment of the Civil Liability Allowance (CLA).

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Design Engineer

PD Number(s) PD526, PD541

Completed by Name: Daniel Djikic

Date: 24/07/2018

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Yes

Sitting at desk

Yes

Standing for long periods
if yes, please indicate length in hours

Minimal
Likelihood

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Yes

Moderate Lifting/Carrying (10-15kg)

Minimal
Likelihood

Heavy Lifting/Carrying (16kg and above)

No

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

Minimal
Likelihood

Bending

Minimal
Likelihood

Kneeling/Squatting

Minimal
Likelihood

Reaching

Minimal
Likelihood

Sequential/Repetitive movements in short period of time
is the ability to carry out a repetitive action doing the same thing over and over again

Minimal
Likelihood

Manual dexterity/manipulation
is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can

Yes

<i>include muscular, skeletal and neurological functions to produce small, precise movements</i>		
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
Walking <i>including distance eg job sites</i>	Minimal Likelihood	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	No	
Works outdoors <i>majority of work is outdoors</i>	Minimal Likelihood	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	Only when visiting construction sites
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	No	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	No	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.