

Position Description

POSITION	Civil Designer	
REPORTS TO	Team Leader Survey and Design	
DIRECTORATE	Infrastructure Services	
BRANCH	Works	
CLASSIFICATION	Grade 9	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To deliver a high level of civil design for projects in Council's capital works program in accordance with legislative requirements, adopted standards and Council policies.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Utilise engineering standards, principles and best practice to undertake design works from conception stage to finalised design plans including but not limited to roads and drainage, footpaths/cycle paths, bridges, car parks, recreational facilities, structural designs, water supply and sewerage services and associated infrastructure.
- Apply expert knowledge of the Australian Standards, Austroads guidelines, TfNSW guidelines, Northern Rivers Local Government Development Design and Construction Manuals and other related legislation(s) to design local government infrastructure.
- Undertake investigation, detailed design, cost estimation and conduct preconstruction activities for capital works related projects as required by internal and external clients.
- Project manage preconstruction activities incorporating geometric, structural and pavement design and associated cost estimates, service relocations identification, review of environmental factors, advice to residents and setting appropriate specifications.
- Ensure projects from Infrastructure Planning Team are completed on schedule to enable construction work to proceed as per targets.
- Ensure all relevant legislative standards are complied with, public risk is minimised, and due diligence is exercised.
- Respond to customer correspondence in a timely manner and in accordance with Council's corporate guidelines.
- Provide instruction and advice into the development of technical instructions and advice into engineering matters.
- Remain up-to-date with technical advances in computer aided design.
- Ensure a high level understanding of civil design standards for all customers.
- Monitor the design process to improve design performance in order to minimise costs for construction projects.
- Manage the plan filing system as required and ensure these resources are used and maintained responsibly and efficiently.

- Manage works as executed plans including electronic format.
- Assist survey staff with volumetric, minor design and long and cross section works.
- Contribute to the development, implementation and review of policy and procedures, which protect and safeguard the health and safety of Council staff and community members, as well as protecting and safeguarding the environment.
- Assist the Infrastructure Planning Coordinator with the acquisition of land for delivery of projects in the Work Team.
- Assist the Infrastructure Planning Coordinator to achieve key activities schedule.
- Other duties as directed within the Works Team.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Relevant qualifications in engineering design.
- Class C Drivers licence.
- SafeWork NSW WorkCover Construction Induction Certificate (white card).

- SafeWork NSW qualification to prepare a work zone traffic management plan (PWZ) is desirable.

Experience

- Demonstrated experience in a similar engineering design officer role.

Knowledge

- Knowledge of the Roads Act 1993, Local Government Act 1993 and Regulations.
- Knowledge of AUSTROADS Guidelines and Australian Standards.
- Knowledge of the Northern Rivers Local Government Development Design and Construction Manual.
- Knowledge of TfNSW Road Design Guidelines, Technical Directions and Guide for Traffic Control at work sites.
- Knowledge of WHS & Environmental legislation.
- Knowledge of road and drainage engineering product technical manuals.
- Knowledge of technical specifications in road, storm water drainage, water reticulation and sewerage systems design.
- Survey and spatial information techniques.
- Land acquisition procedures.
- Civil design applications including but not limited to AutoCAD Civil 3D and Civil Site Design packages.
- MS Office suite of software.

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above. The Civil Liability Allowance will be applied to the role when the incumbent is signing off on Council's assets. The Civil Liability Allowance involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Competencies

Demonstrated ability to:

- Undertake rural and urban road design.
- Undertake design of storm water drainage, water reticulation and sewerage works.
- Undertake the design of environmental related civil infrastructure using water sensitive urban design principles and similar would be highly regarded.
- Skills in survey data collection and construction set-out.
- Computer aided design and drafting utilising, including but not limited to, AutoCAD Civil 3D and Civil Site Design packages.
- Plan and diagrammatic interpretation.
- Quantity calculation and estimation.
- Computer literate within a Windows environment.
- Risk management of assets to minimise impacts to the community.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Relevant qualifications in engineering design.
- Demonstrated experience in design of rural and urban roads and storm water drainage.
- Demonstrated knowledge of relevant legislation, standards and guidelines for the design of local government public infrastructure.
- Demonstrated experience in managing preconstruction activities incorporating structural and pavement design, dissociate cost estimates, service relocations and edification and review of environmental factors.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) and Civil Site Design packages or equivalent and AutoCAD applications.
- Current Drivers Licence.
- SafeWork NSW WorkCover Construction Induction Certificate (white card).

Preferred Criteria

- Design experience utilising AutoCAD Civil 3D and Civil Site Design packages.
- Demonstrated experience in design of water reticulation and sewerage works.
- Experience in the design of environmental related civil infrastructure using water sensitive urban design principles and similar.
- Demonstrated working knowledge of GIS mapping systems and MetroCount traffic classifier counters and software.
- SafeWork NSW qualification to prepare a work zone traffic management plan (PWZ).
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader Survey and Design

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐