

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Design Engineer		
<b>Position Number:</b>	209, 210	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Infrastructure
<b>Salary Grade:</b>	8	<b>Award Band and Level:</b>	Band 3 Level 1
<b>Position Reports to:</b>	Principal Engineer (Design and Project Management)		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 September 2011	<b>Date Last Reviewed:</b>	4 July 2019
<b>Version:</b>	3	<b>Document Number:</b>	DOC2016/006567

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services Directorate is responsible for the planning, design, delivery, operations and maintenance of all Council public infrastructure.

The Infrastructure Unit is responsible for the long term strategic planning, and asset management functions relating to the provision of Council's public infrastructure, including the identification, prioritisation and budget allocation for all capital works. The unit works closely with other Units within the Directorate, which are responsible for delivery, operation and maintenance of assets. The Infrastructure Unit consists of the following teams:

- Environmental Infrastructure
- Roads Infrastructure
- Traffic and Transport Infrastructure
- Design and Project Management

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Provide a computer aided design and drafting service for road and drainage construction and maintenance projects together with technical support to the Principal Engineer (Design and Project Management).
- Arrange and assess engineering design and other submissions and provide constructive comment and guidance to consultants submitting information and designs for Council projects.
- Manage the delivery of all project pre-construction services across a wide range of disciplines such as geotechnical, archaeological, environmental, survey, acquisitions and engineering services.

## KEY ACCOUNTABILITIES

1. Provide the following project design services in accordance within quality assurance requirements:
  - Investigate and evaluate project options and constraints;
  - Arrange or undertake engineering and/or real property surveys as needed;
  - Computer aided design and drafting for roads, traffic facilities, drainage, park improvements and civil works;
  - Identify and/or prepare technical specification and contract documentation for project works.
  - Project cost estimating;
  - Undertake utility authority negotiations for service adjustments/protection, including designs if required;
  - Prepare technical reports and correspondence on project issues;
  - Undertake pavement evaluation and design;
  - Prepare or arrange environmental assessments in accordance with Part 5, EP&A Act, 1979;
  - Negotiate and detail project property adjustment and/or acquisitions necessary or agreed, including arrange valuations; and
  - Arrange and/or undertake public consultation with affected stakeholders, including preparing survey questionnaires and displays.
2. Undertake and/or daily manage the following project services in accordance with quality assurance requirements:
  - Preparation of project design briefs, assessment of proposals and associated documentation.
  - Engage consultants for any/all project disciplines required to facilitate approval or construction of the work.
  - Assess consultant submissions, including designs, variation claims, project technical specifications and payment claims.
  - Prepare or arrange all necessary statutory approvals/permits for projects to proceed to construction, including complete application forms, prepare submissions, liaise with authority representatives and make any fee payments.
3. Make application for any project related grants and/or prepare progress reports as required in accordance with the grant conditions.
4. Ensure that clients and key stakeholders are kept informed in accordance with Council's communications strategy requirements prior to and throughout the investigation and design phase.
5. Ensure client satisfaction with the services provided.
6. Ensure that all corporate records of dealings concerning projects and engagements are maintained in accordance with Council's systems.
7. Ensure that all correspondence and reports prepared promote a professional image of Council.
8. Ensure that services engaged provide the best value in meeting the requirements of the specification/brief.

9. Ensure the timely submissions and responses to achieve all necessary permits and approvals for projects to proceed.
10. Ensure an up-to-date library of technical design specifications, standards, design guides and procedures is maintained and applied.
11. Ensure utility adjustment works are arranged in a timely manner to facilitate construction works.
12. Ensure environmental and safety issues are appropriately assessed and mitigation measures are incorporated into the project details.
13. Ensure standards and work practices adopt current technology and apply optimum design and safety solutions in accordance with current legislative and Council requirements.
14. Ensure standardised CAD libraries, formats and systems are used to prepare and draft designs drawings to achieve effective, professional and consistent information presentation and communication.
15. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Appropriate tertiary qualifications in civil engineering/surveying/project management with particular expertise in road and drainage design in both urban and rural environments.
2. Demonstrated sound experience (minimum of 5 years) in infrastructure design related fields, including demonstrated skills in using 12D Model computer aided design and AutoCAD drafting software.
3. Detailed working knowledge of relevant Roads and Traffic Authority, Austroads and Australian Rainfall and Runoff design standards.
4. Proficient project management skills on infrastructure projects in a quality assured environment.
5. Detailed working knowledge of road and drainage technical specifications, project cost estimating and contract documentation
6. Proficient written and verbal communication skills.
7. Demonstrated commitment to providing superior customer service by the achievement of best practice engineering applications and solutions.
8. Working knowledge of word processing, spreadsheet and database applications.
9. Ability to work co-operatively and efficiently in a team environment.
10. Class C driver's licence.

### Highly Desirable

1. Knowledge of pavement design and geotechnical investigation principles.
2. Knowledge of computer modelling and design of major drainage systems for urban and rural environments.
3. Knowledge of perspective modelling of projects using 12D Model software, including ability to prepare 'drive-through' presentations for road projects.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: