

Role Description

Water and Sewer Designer



Title	Water and Sewer Designer
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Water and Sewer/Water Construction and Project Management/Major Construction
Reports to	Design Manager

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Water and Sewer Designer is to be responsible for the planning and design of water and sewer infrastructure.

The position of Water and Sewer Designer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Provide written and oral technical advice, plan designs, provide concept designs, co-ordinate and prioritise work to ensure that Council's water and sewer infrastructure is delivered in a professional, effective and efficient manner within agreed time frames, taking in consideration internal and external stakeholders.
- Carry out field inspections as required in order to deliver accurate plans and designs.



- Perform administrative functions associated with the position to meet the objectives including but not limited to managing, planning, designing, report writing, letter writing, spreadsheet and database usage and using Council's document management systems.
- Scope development for external design consultants.
- Liaise with the Design Manager in order to meet deadlines and work schedules.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role.
- The Water & Sewer Designer may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required.
- Decisions affect the work and activities of others within the work group or team.
- The work of the Water & Sewer Designer influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements.
- The Water and Sewer Designer complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- Identifies requirements as an input to budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;



- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.



Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Tertiary qualifications at Diploma Level in Civil Engineering OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development.
- Current Construction White Card
- Current Class C Driver's Licence.

Desirable

- Bachelor Degree in Civil Engineering.

EXPERIENCE

- Demonstrated, relevant experience in a civil engineering design role.
- Previous experience in the successful design delivery of a range of infrastructure and/or service projects.
- Local Government working experience with a knowledge of the Local Government Act and other relevant legislation.
- Design experience in projects of significant complexity with a political environment with differing stakeholders.
- Previous exposure to multi-disciplinary projects.

Key Relationships

Internal	External
Section Managers & Team Leaders	Community
Council employees	Vendors



	Industry representatives and associations
	State and Federal Government Agencies

