

Role Description

Civil Designer



Title	Civil Designer
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Roads, Transport, Drainage and Waste / Roads, Assets Planning and Design / Planning and Design
Reports to	Section Manager Planning and Design

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 Civil Designer is responsible for providing a comprehensive civil engineering survey, design and drafting service needed to deliver Central Coast Council's (CCC) Roads, Transport, Drainage and Waste Department's Four Year Delivery Program and Annual Operational Plan.

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



Key Duties and Responsibilities

- Co-ordinate all technical and administrative elements of each allocated design project to ensure all work is delivered in a professional, effective and efficient manner, while applying sound engineering principles;
- Manage investigations into various types of road and drainage engineering matters and prepare technical reports and cost estimates recommending appropriate actions to provide the most efficient and cost effective solutions to at times complex problems;
- Manage detail survey activities, establish survey control networks in accordance with the Surveying and Spatial Information Act and undertake engineering detail surveys using total station equipment and associated surveying instruments;
- Manage concept design and detailed design processes for roads and stormwater drainage projects, water main and sewer infrastructure relocation designs and prepare design plans and drawings for civil construction works;
- Manage investigations to identify services and potential points of conflict with proposed works. Liaise with service authorities to obtain cost estimates for utility relocations and adjustments;
- Deliver formal public consultation including the preparation and co-ordination of advertising, public display plans and notifications to customers, emergency services and transport operators;
- Retrieve and enable updating of various maps and geospatially related attribute data from CCC's Asset Management and Geographical Information Systems for road and drainage asset infrastructure upgrade projects;
- Prepare environmental assessments for road and drainage upgrade projects to meet legislative obligations;
- Perform any other duties, tasks or projects the employer may assign to you, having regard for your skills, training and experience.



Authority and Accountability

- Ensure all relevant WHS requirements, including Council's Safe Systems of Work, are considered and addressed as a function of the professional advice or direction you provide to Council and external parties;
- Policy and procedures are readily available but the Civil Designer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Civil Designer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Civil Designer is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- 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

- Give frank and honest feedback/advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.



Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Build cooperation and overcome barriers to information sharing and communication across teams/units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek assistance of others to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organisation;
- Be aware of procurement and contract management risks and actions to mitigate these risks;
- Evaluate progress and identify improvements for future projects.



Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualification in civil engineering or related field OR demonstrated solid contemporary experience in designing roads and stormwater drainage systems, combined with ongoing professional development;
- Current Class C Drivers Licence.

Desirable

- Appropriate post-graduate, diploma or certificate qualifications in civil engineering or project management or related field;
- General Induction for Construction Work in NSW Certificate;
- Traffic Control Training Certificates to Implement Traffic Control Plans and Prepare a Work Zone Traffic Management Plan.

EXPERIENCE

- Demonstrated experience, knowledge and skills in designing roads and stormwater drainage systems and water main and sewer relocation designs using 12d Model and other design software;
- Demonstrated experience in engineering surveying and drafting design plans and drawings using AutoCAD drafting software;
- Demonstrated expert problem solving and analytical skills and ability to conceptualise and visualise design proposals to assist in the development of three-dimensional computer models of roads and stormwater drainage infrastructure upgrades;
- Demonstrated proficiency in providing technical expertise and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;



- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

Internal	External
Senior Managers	Members of the public/residents/ratepayers
Unit Managers	Local business
Section Managers/Team Leaders	Community organisations
Committee meetings of Council	Consultants, solicitors and other professionals
Other Council employees (not including direct reports)	State and Federal Government agencies



