

## POSITION DETAILS

<b>Position Title:</b>	Civil Design Engineer	<b>Position Grade:</b>	10
<b>Department/Group:</b>	Engineering and Project Delivery / Civil Infrastructure	<b>Position Status / Hours per Week:</b>	Permanent / 35

## PRIMARY PURPOSE OF THE POSITION

The primary purpose of the position is to design capital projects listed in the One Year Operational Plan and Four Year Delivery Plan as well as those projects which are created throughout the operational year.

In addition to the above, the primary purpose is to:

- Prepare designs and supporting documentation throughout each phase of design development to a high standard and agreed timeframes that appropriately and satisfactorily addresses all project and site needs, objectives, risks and issues and design to meet all relevant standards, codes and legislative (or similar) requirements. Designs are to be supported by detailed costings and documentation that provides evidence of these considerations and allows for transparency in design decision making.
- Design to the agreed construction budget included in the project brief. Escalate concerns on cost and scope at the earliest possible opportunity during the start of the project, with options to address.
- Undertake safety in design documentation including risk assessments for each design.
- Develop designs so that they consider contemporary design techniques and are cost effective solutions, and if required, recommend alternative options when the design scope exceeds the budget.
- Develop designs so they address environmental needs, maintenance requirements and aesthetics. Also, that sustainable products/materials are proposed wherever possible while meeting asset management requirements.
- Ensure the final design package is complete and consistent across all documents.
- Attend design workshops for the design and present the design intent and outcome to internal or external stakeholders.
- Develop designs for the successful delivery of the forward planning design program.
- Carry out field assessments, inspections, asset identification and marking, and data collection activities onsite including road pavement area.
- Undertake stormwater drainage analysis using hydraulic software programs such as DRAINS.
- Apply Quality Control Systems.
- Anticipate issues and take appropriate mitigation measures prior to the event. Drive roadblocks within agreed timeframes to meet outcomes.
- List developed designs and estimates in their respective register.
- Research, investigate and prepare information that is relevant for use in civil infrastructure construction.
- Assist in field survey and data collection activities.
- Manage and coordinate the review of software to keep up to date with latest innovations and technology and ensure the effectiveness and productivity of software.

- Undertake administration duties in a timely manner.
- Develop and maintain cooperative working relationships with internal clients
- Communicate and escalate design matters and issues to Senior Design Engineers and above.
- Provide leadership, mentorship and project support to the Project Development Department and wider organisation.
- Assist in development of standard drawings, specifications and methods for continuous improvement within the design team.
- Meet the Department's Performance Indicators and Targets.
- To undertake tasks and actions as directed by the Team Leader/ Design Manager/Department Manager/Director consistent with the experience, knowledge and training of the incumbent.

## SELECTION CRITERIA

### Education / Qualifications

- Degree qualifications in Civil Engineering
- Class C Driver's Licence

### Experience/Specific skills

- Proven experience in civil designs including supporting documentation for designs relating to but not limited to road and drainage design, traffic related design, pavement design.
- High level professional and technical design skills including problem-solving, project costing and budgeting skills.
- Sound written and verbal communication, negotiation and interpersonal skills, including the ability to liaise with technical and non-technical staff/stakeholders at all levels.
- Proficient computer systems knowledge and skills in AutoCAD, Civil3D, Drains (stormwater modelling program), HEC RAS, TufLOW and vehicle tracking and similar road geometric design software.
- Excellent computer skills and proven experience in computer-aided design (CAD), Civil 3D,
- Excellent knowledge of legislation, regulations, design standards, and code of practice relating to the design, construction and management of civil based project. current trends in Civil Engineering Design and Construction

### Personal Attributes

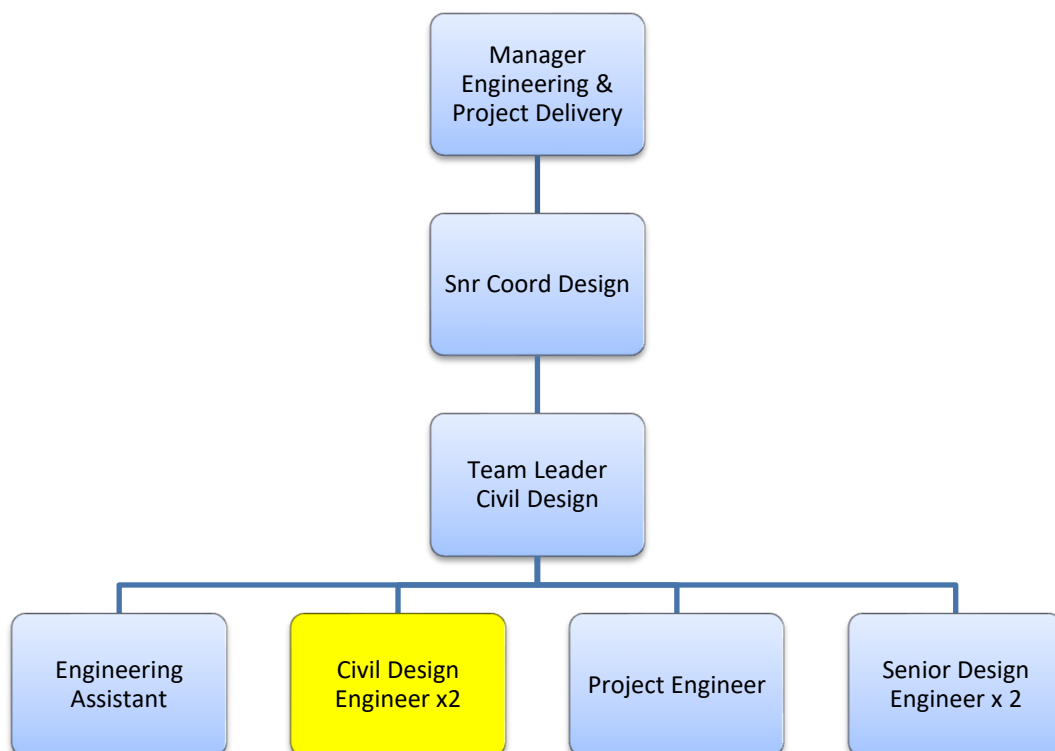
- Proven ability to motivate and drive outcomes.
- Proven conceptual, analytical and problem solving skills, including the ability to analyse and interpret information from different sources to pro-actively identify issues and risks and formulate strategies to address them.
- Professional and engaging communication style.
- Excellent time manager, able to prioritise and meet deadlines.
- Strong self-awareness, emotional intelligence and resilience.
- Proven and demonstrated commitment to work as part of a team.
- Can do, positive and proactive attitude.
- Covid-19 vaccinated.

### Desirable Qualifications, Experience and/or Skills

- Working towards or have gained registration as a professional engineer.
- Experience in surveying and structural design.
- Experience in building and park related works.
- Bilingual language skills.
- Design capability and use of software programs such as Civil Site Design (ARD and equivalent design softwares).

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

## ORGANISATIONAL CHART



## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff

## CORPORATE ACCOUNTABILITIES

14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PMC methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

### **Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

### **Accountability**

We are honest, transparent and act in the best interest of Council and the community.

### **Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

### **Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	