

# Position Description

## Design and Projects Engineer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2017

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 – Entry to Step 4 (plus Civil Liability Allowance)
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section:	Civil Services
Team:	N/A
Work base:	Grafton
Position responsible to:	Manager Civil Services
Level of support and supervision:	High level of independence with routine reporting function to Manager Civil Services
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision of staff within team.
Internal contacts:	All staff within Council
External contacts:	General public, Government agencies, utility authorities, developers and private organisations.

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Potential for large amount of travel within the Council area

Walking on uneven ground and up and down slopes

### Purpose of the position

To ensure the effective and efficient delivery of Council's Civil Services capital works program from inception through to construction through management and leadership of the design and projects team and liaison and negotiation with Government Agencies, members of the public and other sections of Council.

To provide timely, accurate and succinct information to Civil Services technical staff in regard to quality, environment and WHS requirements on maintenance activities.

To continuously review Council's methods of service delivery to ensure that Council services are delivered to the required standard in the most economic means.

Provide competent leadership, and coordination of human, physical and financial resources.

Drive cultural change and be a key member of the Civil Services leadership team.

### Major duties and responsibilities

To ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable

Undertake research and assist in the formulation of policy and strategic planning in relation to design and project services for the Civil Services Section

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies

Manage the delivery of Civil Services capital works programs through:

- Developing short and long term capital works programs;
- Submitting grant applications for capital works;
- Ensuring survey and designs are completed in advance of construction programs using internal and external resources as required;
- Managing, in association with other Council staff, the completion of capital works programs to the required timeframe, budget and standard.
- Preparation of project documentation including the calling and letting of tenders.
- Provision of regular reporting on project delivery, budget and standard and other matters related to the area of responsibility.

Manage the section liaison and response to community requests and correspondence to meet Council objectives, ensuring that customer liaison and response is a high priority within the section.

Liaise with other sections of Civil Services to ensure the efficient delivery of maintenance (both scheduled and reactive) and capital works services across the Council area.

### Major duties and responsibilities

Manage the section liaison and works program with Roads and Maritime Services in association with the Road Maintenance Council Contract (RMCC).

Ensure a consistent level of service, behaviours and work practices are delivered in all areas.

Audit and review Council road and transport construction services to identify and implement service improvements.

Oversee the management of Council's quarries including any required rehabilitation, acquisition and disposal.

Foster a culture of continuous improvement through the audit and review of capital works and best practice maintenance and management techniques to identify and implement service improvements.

Lead and motivate staff to enhance: productivity; continuous improvement; safety; and job satisfaction.

Assist in the formulation, development and implementation of procedures and policies to ensure the effective and efficient delivery of roads and transport services.

Support emergency response in times of natural disaster.

Represent Council on internal and external committees and liaise, advise and negotiate with Government Agencies, members of the public and sections of Council regarding Council's maintenance operations.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Civil Engineering Degree or equivalent Tertiary Qualifications, **or** equivalent relevant industry experience.

#### Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

#### Experience

Extensive experience in the design of civil infrastructure to current design standards.

Demonstrated experience in construction and maintenance activities associated with municipal infrastructure.

Demonstrated experience in strategic project planning, ability to identify goals and to make sound and timely decisions

Demonstrated experience in financial management.

#### Position related skills

Demonstrated highly developed communication (written and verbal) and negotiation skills.

Demonstrated ability to implement change.

Demonstrated ability to lead and motivate staff within a diverse workforce

### Essential selection criteria

Ability to assess and analyse complex issues over a large geographic area and develop prioritised responses for advice/implementation

### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

### Education and knowledge

Tertiary qualifications in management, project management, asset management or another related field

### Position related skills

Advanced computer literacy including Microsoft Word and Excel

### Experience

Demonstrated contract administration experience

### Other features of this position may include

To be available outside normal working hours

To attend meetings as required, which may include meetings with the public, community groups or Government Agencies

Contact with challenging customers

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Senior Coordinator People, Culture and Safety*