

# Position Description

## Coordinator Survey and Design

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: December 2021

### Salary and conditions

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

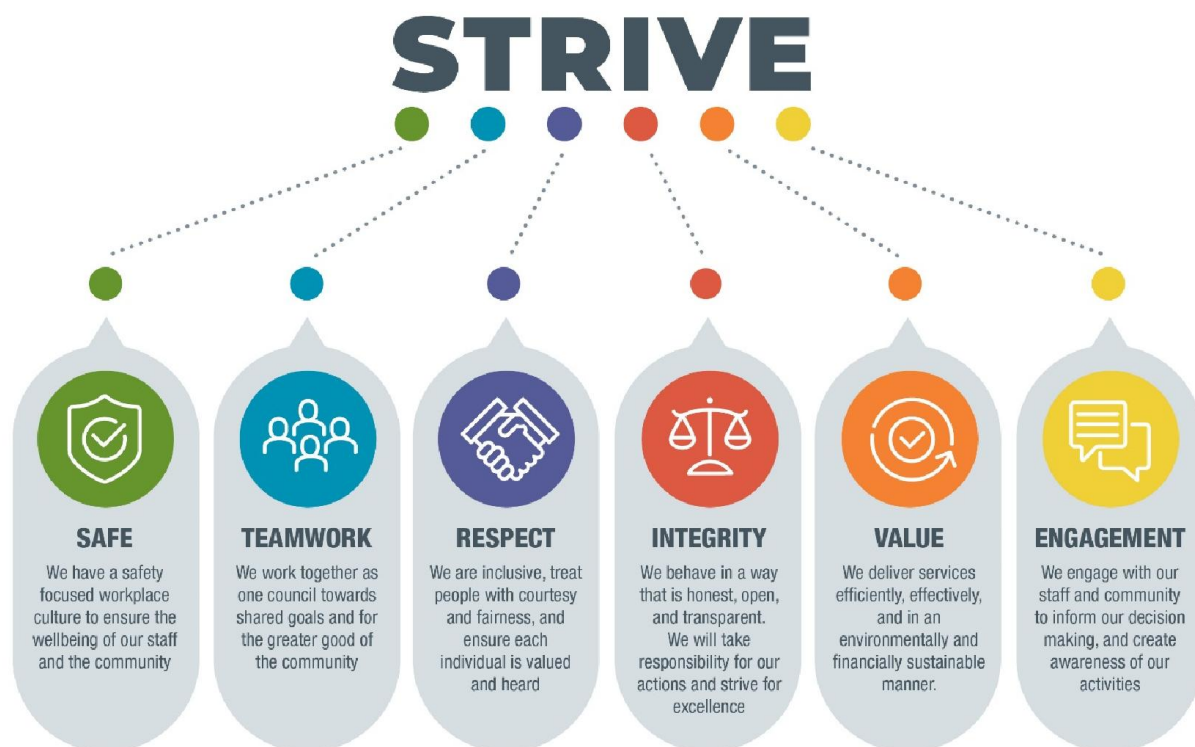
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 Entry to Step 4 (Plus Civil Liability Allowance)
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Strategic Infrastructure
Team:	Design and Survey
Work base:	Rushforth Roads Works Depot or Maclean as agreed, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Strategic Infrastructure
Level of support and supervision:	High level of independence with routine reporting function to Manager Strategic Infrastructure
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 Authorities, Utility Authorities, consultants, business operators

## 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



## Purpose of the position

To ensure the effective and efficient delivery of Council's Strategic Infrastructure current and future capital works survey and design program from inception through to final design through management and leadership of the survey and design team and liaison and negotiation with Government Agencies, members of the public and other sections of Council.

Investigate and report on matters associated with the design function of the design team.

Undertake the design and analysis of roads, drainage and other civil infrastructure in accordance with current standards and best practice.

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.

Drive cultural change and be a key member of the Strategic Infrastructure leadership team.

## Major duties and responsibilities

Manage the delivery of survey and designs and associated works through:

- Ensuring survey and designs are completed in advance of construction programs using internal and external resources as required;
- Arranging, where required, the undertaking of Reviews of Environmental Factors (REF's) and property boundary surveys;
- Ensuring completion of general survey and designs for Council using internal and external resources as required;
- Submitting grant applications for future works;
- Managing, in association with other Council staff, the completion of capital works programs to the required timeframe, budget and standard.
- Preparation of project documentation related to the section 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.

To manage and lead the staff reporting to the position.

Complete designs of civil infrastructure including designs of a complex nature to current standards and regulatory requirements.

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 internal and external stakeholders associated with design projects to obtain necessary approvals.

Provide assistance and advice to the Manager Strategic Infrastructure on standards and specifications for infrastructure provision.

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.

Check and certify timesheets, plant sheets, purchase orders and invoices for activities supervised by the position.

## 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

Tertiary qualifications in civil engineering and extensive experience in the design of civil infrastructure projects.

## Essential selection criteria

### Licences/tickets, clearances, membership

Current Drivers Licence

WHS General Construction Induction Card (White Card) (NSW); or equivalent recognised in NSW

### Experience

Demonstrated experience in design of rural and urban infrastructure and in related fields to current design standards

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

Demonstrated staff supervisory skill and experience with the ability to lead and motivate a team

### Position related skills

Demonstrated proficiency in the use of AutoCAD, and 12D (or other recognised design package) to produce compliant designs, drawings and specifications

### 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

Civil Engineering Degree

Working knowledge of any or all of the following:

- stormwater software for analysis design of infrastructure
- Aus-Spec
- Austroads and Transport for New South Wales (TfNSW) design guides and standards
- Australian Standards and Specifications (AS publications)
- Australian Rainfall and Runoff and stormwater drainage modelling
- Hydrological and hydraulic design for both minor and major drainage systems;
- Project cost estimating Part 5 of the Environmental Planning and Assessment Act 1979 regarding the environmental assessment of projects

### Licences/tickets, clearances, membership

SafeWork NSW Traffic Work Training Card - Prepare a Work Zone Traffic Management Plan

Registered Professional Engineer that is recognised by the NSW Professional Engineers Registration Bill 2019, or able to obtain registration within 12 months of appointment

### Experience

Demonstrated experience managing consultant services

**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

**Other features of this position may include**

Not applicable

**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*