



INFORMATION PACKAGE

POSITION VACANT

CIVIL DESIGN OFFICER

REF NO: ESC136

CLOSING DATE: 4.30PM WEDNESDAY 1 AUGUST 2018

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Geoff Armstrong on (02) 4474 1251.



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

JOB DESCRIPTION
INFRASTRUCTURE SERVICES
TECHNICAL SERVICES

JOB TITLE:	Civil Design Officer
JOB GRADE:	15
JOB REPORTS TO:	Design Coordinator
PURPOSE OF JOB:	To assist in providing safe, effective and efficient stormwater drainage and other public infrastructure for our community.

MAIN DUTIES & KEY RESULT AREAS (KRAs):

1. To prepare designs and relevant documentation (including estimates and REF's if required) for the construction of public infrastructure works in accordance with the Council's codes, guidelines, specifications, relevant manuals/standards and sound engineering practices for approval by the Divisional Manager, Technical Services.
KRA: Designs/working drawings to be to agreed standards and fit for purpose. Agreed estimate to complete task versus actual. Timeliness of output compared to work plan.
2. To undertake investigation of engineering matters, including analysis of data and preparation of reports.
KRA: Investigations and reports to be accurate, complete and on time.
3. Liaise with other Council departments, service providers, Government departments and landowners to gain their cooperation and approval as required.
KRA: Communication is effective and professional. Approvals and co-operation gained.
4. To contribute to the continuous improvement of the division and ensure the competitive provision of services.
KRA: Constructive input to be provided to assist in the continual improvement of an effective and efficient service by the Technical Services Division.
5. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

QUALIFICATIONS AND EXPERIENCE (Selection Criteria):

Essential

1. An Associate Diploma in Civil Engineering or equivalent.
2. Demonstrated experience in:
 - the design and construction of urban stormwater drainage, roads, recreational facilities and other civil/building works;
 - preparation of working plans;
 - estimating;
 - design and construction of water pollution control works (temporary and permanent);
3. Good oral and written communication skills.
4. Experience in working with other utility service providers, Government Departments and landowners.
5. Able to work harmoniously in a team environment.
6. Sound computer skills in the use of word processing, spreadsheet, database, 12D, AU-TOCAD, DRAINS and Autoturn packages.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE:	Vacant
SUPERVISOR:	Geoff Armstrong
DATE:	July 2018

CONDITIONS OF EMPLOYMENT

Position Title:	Civil Design Officer
Reference Number:	ESC136
Award:	Local Government (State) Award 2017
Grading Range:	Grade 15 of Council's salary system.
Salary Range:	<p>In the range of \$81.6K to \$89.8K gross per annum comprised of:</p> <ul style="list-style-type: none"> * \$74.6K to \$82K pa base salary, plus * \$7K to \$7.8K pa superannuation (calculated at 9.5%)
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

