**Position Description**

|  |  |
| --- | --- |
| **Position Title** | **Civil Designer** |
| Position Code | ENG050 |
| Department | Engineering |
| Division | Technical |
| Reports To | Manager Technical |
| Direct Reports: | Nil |
| Position Classification | Administrative/Technical/Trades Band 2, Level 2 |
| Position Status | Full time |
| Allowances | 3.5% Civil Liabilities Allowance (Dependent upon skills and qualifications) |

**SPECIAL CONDITIONS**

Nil

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to provide expert Engineering design and technical expertise including the investigation and delivery of infrastructure design projects

|  |  |
| --- | --- |
| *Areas of Delivery* | *Est. % of time spent* |
| *Technical Design* | *80%* |
| *Administration* | *20%* |

**POSITION RESPONSIBILITIES**

**Design**

* Provide the delivery of designs in accordance with Australian Standards, AustRoads Guidelines, Roads and Maritime Services requirements, Councils standards as well as other relevant standards and guidelines to achieve cost effective outcomes for Road, Drainage, Water, Wastewater and other relevant works as required;
* Provide computer aided design, drafting and works as executed drawings to efficiently complete quality working drawings, standard concepts and coloured presentation work;
* Maintain an efficient plan registration database and storage system for all design plans, works as executed, details and other design records;
* Prepare detailed estimates for works designed in support of forward estimates;
* Prepare design criteria input into design and documentation for Council’s Capital Works program including: Preparing design concepts, reports and cost estimates, undertaking designs and providing guidance to consultants who may be providing design services to Council.

**Organisation**

* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Ensure that all employees and contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties;
* Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assisting with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by Manager Technical
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

|  |  |
| --- | --- |
| **Who** | **Why** |
| Internal |  |
| Manager Technical | Direct Supervisor |
| Water Team | To liaise and provide relevant advice and assistance as required |
| Works Team | To liaise and provide relevant advice and assistance as required |
| Council Staff | To liaise and provide relevant advice and assistance as required |

**POSITION CAPABILITIES**

|  |  |  |
| --- | --- | --- |
| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Intermediate |
| Displays Resilience and Adaptability | Intermediate |
| Act with Integrity | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Communicate and Engage | Intermediate |
| Community and Customer Focus | Intermediate |
| Works Collaboratively | Intermediate |
| Influence and Negotiate | Intermediate |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Intermediate |
| Create and Innovate | Intermediate |
| Deliver Results | Intermediate |
|  | Finance | Foundational |
| Assets and Tools | Intermediate |
| Technology and Information | Intermediate |
| Procurement and Contracts | Foundational |

**PERSON SPECIFICATION**

**Essential**

* Experience using CAD Software (preferable Civil 3D and AutoCad)
* Construction and Induction Certificate (White Card) or able to obtain
* Class C (Standard) Drivers Licence

**Experience**

* Designing and Drafting
* Knowledge of Austroads guidelines, technical specifications in road, stormwater drainage, water reticulation and sewer systems design.
* Local Government experience advantageous but not essential

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation
* Financial delegation as per Councils delegation register

|  |  |
| --- | --- |
| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

|  |  |
| --- | --- |
| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |