CORPORATE INFORMATION

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| Position title | Officer Civil Design | | |
| Directorate | Infrastructure Services | Branch/Section/Unit | Capital Delivery and Assets Branch  Civil Design Section |
| Position number | 1409 | Level | 5 |
| Award | Queensland Local Government Industry (Stream A) Award – State 2017  Division 2, Section 1 | | |
| Line Manager | Coordinator Civil Design | | |
| Direct reports | N/A | | |
| Indirect Reports | N/A | | |

SCOPE OF POSITION

Position Summary

To provide Design, Drafting and Technical services to the Civil Design Section of Council.

Key Responsibilities of the Role

* Undertake civil design including production of plans, specification and estimates for Council works under the guidance of Coordinator Civil Design, ensuring cost effective designs within set timelines, safe design principles and collaboration with supervising RPEQ.
* Provide technical assistance in relation to civil engineering design, traffic control devices and road safety investigations (road signage, speed signage, road line marking and road traffic rules) and advice to Cadets with respect to training in design and drafting techniques.
* Investigate and respond to engineering related enquiries from within Council, professional consultants and the general public.
* Manage external design consultants, as required, to assist for delivery of Design function for Capital Works Program.

Mandatory Licence/Competency (Ticket) Requirements

* Queensland ‘C’ Class driver’s licence that is current and maintained.
* Construction Industry White/Blue card.

Essential Knowledge/Skills/Qualifications Criteria

* Tertiary Qualifications in Civil Engineering (Associate Degree) and at least seven years demonstrated experience in civil engineering design.
* Demonstrated technical skills in civil engineering design, drafting and estimating.
* High level oral and written communication skills to facilitate the preparation of written reports and the transfer of technical advice to internal and external customers.
* High level technical skills in the use of CAD and civil design software applications.
* High Level knowledge of Australian Road Design and Drafting standards, Austroads, Queensland Manual of Uniform and Traffic Control Devices and Queensland Road Rules, QDUM and other relevant guidelines and standards.

Desirable Knowledge/Skills/Qualifications Criteria

* Experience in Local Government functions and operations within a civil engineering sector.
* Experience in estimating public works and programming works.
* Experience in the use of Civil 3D and CAD
* Experience in engineering design of water and sewerage infrastructure.

Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

* An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
* An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
* An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

* . Attendance of training sessions/workshops/seminars to maintain knowledge of new standards and technical advance in civil and traffic engineering.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland’s *Work Health and Safety Act 2011*.

Related documents

* WHS Policy statement WHSPOL004.
* Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
* The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council’s Recordkeeping Policy.

Council’s Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council’s Values

Accountability − We are open, transparent and take responsibility for our actions.

Communication − We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity − We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone’s contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

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| --- | --- | --- | --- |
| Name |  | Position |  |
| Signature |  | Date |  |

Accepted by

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Signature |  | Date |  |

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*