

Position Description

Title: Infrastructure Design Officer (Position 1009)	Award Classification: Band 2, Level 3
Department: Strategic & Asset Planning	Salary Classification: Grade 5
Tenure: Permanent Full Time	FTE: 1

Context:

The Macleay Valley area is undergoing a period of growth. Suitable management of assets will be an important aspect in ensuring a sustainable future for Kempsey Shire Council. In particular, usage growth and renewal needs, regulatory responses, community development concerns, ageing infrastructure, infrastructure maintenance, infrastructure renewals and build infrastructure are key contributing trends to be addressed over time through the work of Council and the Strategic & Asset Planning section.

Role Purpose:

The investigation, survey and design of new projects, issues and/or existing assets.

Key Accountabilities:

- Undertake required survey work for proposed civil infrastructure and building works, together with set-out survey to enable construction
- Supervise & direct assistants while carrying out survey work
- Design of civil infrastructure and building works
- Prepares design of roads, streets, stormwater infrastructure, water, sewerage works and other services as required by the Infrastructure and Planning Services Department
- Designs meet quality and compliance standards for sign off by Director Infrastructure and Planning or the relevant Manager
- Preparation of detailed construction plans for civil infrastructure and building works
- Investigation and reporting of other engineering matters
- Assist in the preparation of tender/contract documentation, together with tender assessment, for outsourced design/survey activities
- Assist with checking/review/QA of designs and other documentation prepared by others
- Contribute to efficient service delivery and service improvement of the Unit and Department

- Promoting high levels of customer service
- Performing other reasonable duties as directed by the Manager Strategic and Asset Planning or their delegate

Core Competencies:

- Associate Diploma in Engineering with Design or Drafting major or equivalent. Minimum of two years relevant experience in Local Government or similar industry background.
- Demonstrated strong computing skills encompassing spreadsheet, word processing, database software and engineering software types.
- Ability to prepare computerised designs for engineering projects using modern software packages (Council is currently utilising 12D, Autocad and Drains software)
- Demonstrated familiarity and ability with Geographical Information Systems (Council is currently utilising the MapInfo software platform)
- Demonstrated ability to capture, organise and process survey information from the field to permit the design of civil works.
- Demonstrated experience with and knowledge of Roads and Maritime Services (RMS) and Austroads standards for road design
- Demonstrated experience and knowledge of hydrology and hydraulics according to Australian Rainfall and Runoff
- Proven ability in technical writing and design documentation
- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities
- Demonstrated 'can do' attitude with a flexible and proactive approach
- Demonstrated customer service focus and superior communication skills, both verbal and written
- Current Class "C" NSW Driver's Licence

Supervision Received:

This role reports to the Coordinator Engineering Design and Assets.

Supervision Exercised:

Nil.



**“Lead and work with
our community to build an
inspired, connected
Macleay Valley”**

Role Authorisation:

.....(Manager Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date