

Melton City Council

Civil Design Team Leader

Position Description

PD: 00272

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Civil Design Team Leader
Directorate	City Futures
Business Unit	City Infrastructure Planning
Position Classification	Band 7
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022- 2023 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Design & Infrastructure Coordinator
Supervises	Design Engineers, Graduate Engineers and Student Engineers
Internal liaisons	<ul style="list-style-type: none">• Engineering Services• Capital Projects• All planning and development units
External liaisons	<ul style="list-style-type: none">• Residents including traders and community groups• Contractors• Consultants• Service Authorities• Government Agencies

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each



employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Oversee the planning and design of civil engineering works to ensure the successful delivery of Council's Capital Works Program, applying engineering skills and knowledge to ensure that industry best practices are met.
- Support the Design and Infrastructure Coordinator in the program management of Council's suite of engineering design projects inclusive of the planning, scoping, project management, design and tender phases.

5. Key responsibility areas

- Ensure appropriate allocation of design resources, both internal and external, to successfully deliver the engineering design program.
- Check engineering designs provided by Consultants, Design Engineers, Graduate Engineers and Student Engineers, ensuring compliance with Council policy, engineering standards and codes of practice.
- Manage consultants engaged to undertake civil design projects that form part of the annual capital works program, including procurement, evaluation and contract administration in accordance with Council's Procurement Policy.
- Arrange, coordinate and review geotechnical investigations, engineering surveys, CHMPs, Ecological studies and Planning approvals for allocated projects within the capital works program as required to ensuring timely completion for construction.
- Manage Design staff to thoroughly investigate customer requests such as drainage and stormwater flooding issues in a timely manner and develop and implement solutions in accordance with industry best practice, Council policy and budgetary requirements to ensure Council is pro-active and responsive to community needs and expectations.
- Provide best possible customer service to both internal and external stakeholders.

6. Accountability and extent of authority

- Prepare and develop engineering related Council policies, procedures and guidelines.
- Deliver the engineering design program and contribute to the development of the long term capital works program.
- Provide strategic advice and guidance to the Manager Engineering Services and Design and Infrastructure Coordinator on assigned and potential projects.
- Adhere to Council policies/criteria and sound engineering principles.
- Keep up to date with developments in legislation, acts, regulations, Australian Standards and guidelines that relate to engineering.

- Oversee the allocation of design resources to ensure the delivery of the capital works program in timely and cost efficient manner.
- Represent Council with various stakeholders and at various forums, networking events and meetings.

7. Judgement and decision making

- Policy interpretation and the necessity to recommend further policy development based on day-to-day experience with operations.
- Recommendations made to Design & Infrastructure Coordinator on matters not currently within budget parameters and policy/procedural guidelines.
- Solve technical problems and undertake original investigations.
- Exercise initiative skill and judgement, without guidance from others, in the provision of specialist advice on policies in relation to Civil Engineering Design.

8. Specialist skills and knowledge

- Detailed understanding of engineering design and construction techniques, to facilitate the planning and completion of works and therefore the successful delivery of the capital works program.
- Highly developed skills in civil design, in particular, road, intersection and drainage design with detailed knowledge of the engineering standards, codes and practices so as to apply these.
- Detailed understanding of the planning, approval and consultation requirements required to deliver a successful project.
- Carry out project work from conception through to completion in accordance with specified guidelines and directions.
- Understanding of budgeting and procurement processes.

9. Management Skills

- Mentor and provide guidance to less experienced staff on engineering design matters.
- Prepare, manage, prioritise, plan and organise projects, time and resources to achieve the successful delivery of the Capital Works Program.
- Demonstrated time management and organisational skills to achieve objectives despite conflicting demands.
- Implement EEO processes such as training and development, OH&S and performance management.

10. Interpersonal skills

- Communicate technical ideas to the general public and deal with their concerns in a professional manner.
- Lead project working groups to successfully deliver projects in a team environment, gaining co-operation, respect and support of fellow employees and project stakeholders.
- Possess the commitment to deliver an excellent standard of customer service.



- Excellent communication skills, both oral and written, and ability to communicate effectively and politely with customers.
- Gain co-operation and assistance from customers, members of the public and other employees/departments in the pursuit of specific and set objectives.
- Motivate, lead and develop employees.

11. Qualifications and experience

- Tertiary Qualification in Civil Engineering with substantial experience in a relevant field.
- Extensive design experience relating to small and large civil engineering projects.
- Extensive experience in project and contract management relating to civil engineering projects

12. Key Selection Criteria

1. Tertiary Qualification in Civil Engineering with substantial experience in a relevant field.
2. Extensive design experience relating to small and large civil engineering projects.
3. Proven experience in project and contract management relating to civil engineering projects.
4. Well-developed verbal and written communication skills.
5. Demonstrated time management and organisational skills to achieve objectives

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Design & Infrastructure
Coordinator

April 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

