

POSITION INFORMATION

Directorate	Infrastructure Delivery		
Reports To	Design Services Manager		
Classification	Temporary Full-Time	Hours Per Week	35
Position Number			
Grade	Grade 4 in Council's salary system		
Location	Narrabri Shire		
Award	Local Government (State) Award		

POSITION OBJECTIVE

Assist the Design Services Manager to achieve capital works and service provision objectives by providing technical advice and design expertise on survey, and drafting works for various infrastructure projects (including roads, potable water, sewerage and stormwater drainage infrastructure). Assist in the maintenance of Council's Asset Registers and Management Systems.

KEY RESPONSIBILITIES

- Provide technical assistance and support to the Design Services Manager with all aspects of infrastructure planning and civil design.
- Utilise computer-aided design and drafting software packages (CAD) to produce detailed design plans for proposed works as directed.
- Plan and undertake detailed survey and set out works for design projects within Council's construction and maintenance programs (including road works, sewerage, water and stormwater infrastructure).
- Provide generic Council Standard drawings and Traffic Control Plans (TCP) to allow staff to carry out construction works in accordance with appropriate Australian Standards.
- Undertake traffic investigations on roads within the shire in order to provide current information of traffic flow and determine actions as required.
- Undertake hydraulic assessment of water and wastewater systems for short and long term demand management.
- Provide accurate schedules of quantities and construction estimates for proposed works as directed to assist the Design Services Manager with budgeting requirements.
- Undertake investigation into engineering matters to determine compliance with Australian Standards.
- Liaise with relevant utility authorities in relation to the design and proposed works to ensure best possible solutions where services may conflict.
- Maintain survey equipment and associated software to ensure long-term reliability and accurate and continuous work outcomes.
- Maintain Council's Technical Reference Library and Plan Registration Database and Storage System to ensure efficient retrieval of information when required for existing and future requirements.
- Undertake plan printing, plotting and photocopying as required.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.

- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

This position needs to be able to attain and uphold the following licences/accreditations:

- NSW Class C Driver Licence
- Work Health and Safety General Construction Induction Card (White Card)

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Qualifications in Civil Engineering (or nearing completion).
- Demonstrated knowledge of relevant Australian Standards and other technical standards associated with civil engineering.
- Demonstrated ability to establish work priorities, meet deadlines and work effectively within a team in an ever-changing environment.
- Sound understanding of Workplace Health and Safety, and Risk Management Principles.
- Well-developed oral and written communications skill with a demonstrated ability to communicate effectively with a wide range of stakeholders.
- Current Class C driver licence.

Desirable

- Experience with civil design including surveying, drafting, project coordination and contract administration.
- Experience using Geographic Information System (GIS) Software, Computer-Aided Design (CAD) and Global Positioning System (GPS) equipment and familiarity with surveying equipment (eg Total Station) and techniques.
- Local Government experience.

DOCUMENT REVIEW DATE: FEBRUARY 2018

VERSION: NEW

I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

HR Manager: _____ Date: _____

Line Manager: _____ Date: _____

Director: _____ Date: _____

Employee: _____ Date: _____