



ROLE DESCRIPTION

Engineering Assistant - Survey and Design

Directorate	Projects & Business Development
Unit	Project Development and Design
Reporting to	Coordinator Project Development and Design
Position Number	101205
Band	2/2
Grade	11
Date of Review	April 24

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide quality outcomes in the provision of survey and design services for capital works and maintenance projects involving Council's roads, drainage and infrastructure assets.

Key Accountabilities

- Support the development and delivery of Council's asset management procedure through delivering survey and design services for the organisation in accordance with relevant legislation, policy and Council's strategic plans. Providing recommendations, information and advice as required to support effective decision making.
- Using sound engineering, environmental, financial and safety principles, (codes, policies, procedures, standards) deliver a wide range of works and capital works projects in a timely, effective and proficient manner.
- Assist in the preparation documentation for infrastructure projects to enable works to be completed on time, within budget and to required quality assurance standards. Including but not limited to calculating quantities, cost estimates, time schedules, traffic management plans and materials lists.
- Contribute to effective project management of projects undertaken and delivered by council, in line with Council's strategic objectives and asset management procedure.
- Prepare and maintain a wide range of accurate and timely documentation for works, reports and correspondence to internal and external stakeholders.
- Contribute to continuous improvement initiatives and services provided by the role and team to ensure effective, efficient and safe delivery of objectives and maximise utilisation of resources.
- Contribute to a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required.

Key Challenges

- Facilitating the engagement and requests from a range of stakeholders and managing their expectations
- Managing the appropriate allocation of resources in a cost saving environment

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Qualification Requirements

Essential

- Certificate IV Engineering or equivalent AND 3 years experience in a related environment
- Construction Induction Certificate (WHS White Card)
- Class C Driver Licence

Desirable

- Diploma level engineering qualifications
- SafeWork accredited certificate for Implement Traffic Control Plans
- SafeWork accredited certificate for Prepare Work Zone Traffic Management Plan

Desirable Experience

- Experience working with design and drafting software (Magnet, AutoCAD, Civil Site Design or similar)
- Skills and experience in survey and levelling
- Basic project management experience

Key Relationships

Who	Why
Internal	
Coordinator Project Development and Design	<ul style="list-style-type: none">✓ Receive support and direction, provide recommendations and report on progress towards business objectives and discuss future directions✓ Contribute to discussions and communicate issues✓ Identify emerging issues/risks and their implications and propose solutions
Project Development and Design team	<ul style="list-style-type: none">✓ Contribute to team discussions and knowledge share across the team✓ Ensure effective delivery of asset management procedure
Asset Systems and Planning team	<ul style="list-style-type: none">✓ Optimise engagement to achieve defined outcomes✓ Manage expectations✓ Ensure effective delivery of asset management procedure
Project Delivery teams	<ul style="list-style-type: none">✓ Communicate needs and manage expectations✓ Provide advice and recommendations on enquiries related to the team
External	
Contractors	<ul style="list-style-type: none">✓ Communicate needs, manage expectations and resolve issues✓ Ensure relevant documentation is received and compliance with legislative requirements

Government Agencies	✓ Ensure legislative requirements are met and relevant documentation is provided
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Role Dimensions

Decision Making

The role operates with a certain level of autonomy, guided by their Leader, and is accountable for the delivery of objectives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and improving and developing methods and techniques.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Dual Monitors, Headset

Emergency Warden Responsibilities

None

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace

Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these

Acknowledgement

Engineering Assistant - Survey and Design

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Asset Systems and Planning

Employee Name: _____ Date: ____/____/____

Signature: _____

