UNDERGRADUATE CIVIL DESIGN ENGINEER

# POSITION PROFILE

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| **Division** | Shire Infrastructure | **Status** | Full time, permanent |
| **Unit** | Asset Services | **Salary Grade** | Grade 6 |
| **Reports to** | Team Leader Engineering Design | **Reviewed** | September 2020 |

# STRATEGIC INTENT

The Asset Services Unit is a multidisciplinary technical group engaged in the provision of infrastructure planning services including Service Management, Asset Management, Infrastructure Design and Surveying. This spans transport assets, stormwater and waterway assets, open space assets and building assets.

The unit performs these services to contribute to Council’s Community Strategic Plan (CSP) goals of:

1. A community informed and engaged in its future,
2. A beautiful, protected and healthy natural environment,
3. A culturally rich and vibrant community, and
4. A liveable place with a high quality of life**.**

and in doing so, ensures that the needs of the community are met and that community has confidence in Council.

# POSITION PURPOSE

To provide cost effective, technically correct & environmentally sensitive design documentation and advice for projects including, roads, drainage, water quality control devices, ovals, car parks, traffic facilities and minor structures, within formally agreed time frames, compliant with relevant standards, and at market competitive costs.

# STRUCTURE

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
| * Design Documentation preparation | * Designs completed to team leader agreed time schedule & budget * Design documentation free from errors, omissions and ambiguities * Design solutions are economic, accord with statutory requirements and defined standards, and are environmentally sensitive * Design solutions are practical, reflect best practice, meet clients stated project objectives & genuinely consider stakeholder opinions * Timely & accurate completion of design project check & verification * Timely archiving of project records |
| * Tender & Contract document preparation | * Documentation completed to supervisor agreed time schedule & budget * Timely & accurate completion of document check & verification records |
| * Technical Advice | * Advice is practical, timely, and technically correct, satisfies client & includes consideration of risks. |

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | * Two years full time equivalent completion of a Degree in Civil Engineering or related field * Class C driver’s license |
|  | Desirable | * Formal course completion in AutoCAD & Civil3D |
| **Experience or skills** | Essential | * Experience in stormwater drainage system analysis & design (hydrology & hydraulics) consistent with AR&R. * Working knowledge of computer aided drafting & design. |
|  | Desirable | * Understanding of the principles of civil construction methods and materials * Understanding of the principles of QA applied to design documentation * Experience in liaising with utility authorities , statutory approvals authorities & construction contractors * Competent in the use of CAD software applications suitable for civil engineering projects * Computer literate in standard MS Office applications |

# CORE CAPABILITIES

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| **Attributes** | * **Customer focus:** demonstrate a strong customer focus * **Communication skills:** effective English communication skills, including ability to prepare technical reports * **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues |

# OUR VALUES

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| **Behaviours** | * **Collaborate** - We are a united team. We work together to deliver great outcomes for our community. * **Achieve –** We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community. * **Respect** – We communicate openly, act with integrity and are inclusive * **Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions. |

# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial Management** | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT

* 35 hour week, 19 day month flexi-time.
* This trainee role is available for a 2 year period.
* Employment will continue on the basis of course subject passes, and continued enrolment in tertiary course.