



GRADUATE CIVIL DESIGN ENGINEER

POSITION PROFILE

Division	Shire Infrastructure	Status	Full time, Fixed Term
Unit	Asset Services	Salary Grade	
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:

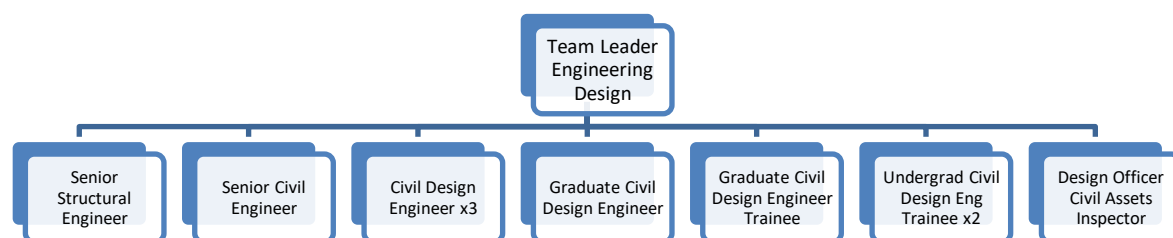
1. Strong civic leadership trusted by an informed and engaged community
2. A beautiful, protected and healthy natural environment
3. A creative, caring and healthy community that celebrates culture and diversity
4. A prosperous, well-educated community with a diverse range of economic opportunities
5. An active community that enjoys safe, accessible and diverse open places and spaces
6. A high quality urban environment, supporting a growing and liveable community

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

POSITION PURPOSE

To assist in the provision of 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

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<ul style="list-style-type: none"> Research and assisting in the compilation of design inputs, including existing condition investigation, client requirements, stakeholder opinions 	<ul style="list-style-type: none"> Designs completed to supervisor agreed time schedule & budget
<ul style="list-style-type: none"> Compile existing condition base plans 	<ul style="list-style-type: none"> Design documents free from errors, omissions & ambiguities
<ul style="list-style-type: none"> Define & recommend concept design solutions 	<ul style="list-style-type: none"> Design solutions are economic, accord with statutory requirements and defined standards, and are environmentally sensitive
<ul style="list-style-type: none"> Develop concepts into detailed designs, including calculations & analysis Complete construction drawings by CAD Compile bills, schedules & specifications Complete design process checks & verifications progressively 	<ul style="list-style-type: none"> Design solutions are practical, reflect best practice, meet clients stated project objectives & genuinely consider stakeholder opinions Timely & accurate completion of design project check & verification records Timely archiving of project records
<ul style="list-style-type: none"> Undertake investigation or research to provide technical engineering advice to clients 	<ul style="list-style-type: none"> Advice is practical, timely, technically correct & includes consideration of risks
<ul style="list-style-type: none"> Respond to clients ad hoc requests based on existing knowledge & competent areas of expertise 	<ul style="list-style-type: none"> Client satisfaction with advice & response time Advice is soundly based & within field of relevant expertise

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Completing Thesis or a Graduan in Civil Engineering or equivalent Class C Driver license.
	Desirable	<ul style="list-style-type: none"> Formal course completion in AutoCAD & Civil3D
Experience or skills	Essential	<ul style="list-style-type: none"> Demonstrated ability and experience to undertake the design & drafting of construction projects including roads, stormwater drainage, water quality control structures, traffic facilities, carparks, ovals, parks & minor structures, in accordance with Australian Standards & RMS Guidelines Demonstrated knowledge of stormwater drainage system analysis & design (hydrology & hydraulics) consistent with AR&R. Hands on experience in computer aided drafting & design (preferably AutoCAD, Civil3D & Drains)
	Desirable	<ul style="list-style-type: none"> Understanding of civil construction methods and materials Understanding of tender & contract document preparation processes Effective work experience in multi-disciplinary design team environment Experience in liaising with utility authorities , statutory approvals authorities & construction contractors Computer literate in CAD & CADD, and other engineering design software applications Computer literate in standard MS Office applications & MS Project Understanding & experience in QA applied to design documentation

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none">▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.▪ Communication skills: able to articulate technical matters in simple terms.▪ People skills: able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive comment when necessary.▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none">▪ 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.
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CORPORATE OBLIGATIONS

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.
Two year Fixed Term of employment