

Position Description

Civil Engineering Designer



Position Title:	Civil Engineering Designer	Position Number:	VARIOUS
Division:	Engineering	Job Grade:	JG6
Unit:	Design	Award base:	35 hours
Unit Leader:	Manager Design	Reports to:	Supervisor - Civil Engineering Design
Supervises:	Nil		
Date Created /Revised:	January 2005 / Mar 2009 APNs October 2009 new format and organisational updates February 2014 - updated Division name May 2014 - updated onto new PD template format and added in KRA's - 3 and 4 and reviewed in line with Civil Engineering Designer PD Oct 2016 – Values Statement March 2019 – TNA Updated		

Primary Objective

- Perform Civil Engineering design and drafting at an advanced level from concept through to detailed design construction plans for all divisions of Council.

Values Statement

What we value
Living and loving the Tweed.
We look after people and places, explore all opportunities and
are proud of our passionate approach.
We care about each other, choose to be here, and are in this together.
We have conversations where everyone can contribute and we are willing to have a go.
We put back in to make a difference,
so that our Tweed community is even better tomorrow than it is today.

External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.



Position Description

Civil Engineering Designer



Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Design Unit:

The Design Unit is one of four within the Division and is responsible for preconstruction activities required for the delivery of projects for the organisation including, survey, environmental assessment, and design. Additionally the unit provides property and legal advice and support, and is responsible for maintaining the cadastral and photogrammetry layers of the Council's GIS.

The unit also has carriage of the organisations Project Management System which facilitates the delivery of projects for the Division and organisation.

As the Tweed Shire is a rapidly growing area, the demand for new infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position provides specialised Civil Engineering Design and drafting services at an advanced level from project concept through to detailed design construction plans for all divisions of Council.

The position requires the occupant to manage multiple design projects simultaneously with minimal input from Professional Engineers or the Chief Civil Engineering Designer. Design projects for the position are allocated by the Chief Civil Engineering Designer.

The position uses Council's Information Management Software (ECM/DataWorks) to comply with organisational requirements for document registration and management.

The position is required to communicate with and provide information to all levels of Council.

The position has a particular responsibility to ensure design and drafting is undertaken at a high level in accordance with accepted Policies, Standards and Guidelines and requires the use of technical judgment to determine satisfactory solutions. The position will be responsible for making independent decisions that influence the final outcome of some of substantial value.



Position Description

Civil Engineering Designer

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Civil Design	<ul style="list-style-type: none">• Prepare cost effective engineering design plans using computer aided design methods, practical knowledge and technical standards.• Provide specialised civil engineering design and drafting services from project concept through to detailed design.• Measure quantities and prepare accurate cost estimates for incorporation in construction and budgetary programs and contract documents.• Ability to resolve design problems both during the preparation of design plans and during construction.• Develop and add to design practices and processes relevant to the Design Unit for use by the Unit.
2. Consultation and Advice	<ul style="list-style-type: none">• Provide senior officers with information in relation to technical matters.• Liaise with construction staff to ensure designs reflect best construction practice and assist with construction difficulties.• Liaise with Statutory Authorities to obtain information required for the completion of projects.• Liaise with other units within Council in relation to the preparation of concept and design drawings.• Use technical judgment in making informed independent decisions
3. Project Management	<ul style="list-style-type: none">• Responsible for the management of assigned projects and project components.• Manage multiple design projects simultaneously under minimal direction.• Deliver projects on time, within budget and to the agreed quality.• Adhere to Council's project management system and ensure that appropriate tracking, reporting and communication takes place.• Identify and document potential risks to projects and develop effective mitigation strategies.
4. Information Technology Systems	<ul style="list-style-type: none">• Ensure skills are updated as required for operation of design software

Position Description

Civil Engineering Designer



5. Policy and Legislation

- **Understand and interpret** Australian Standards and State Government Authority guidelines relevant to the position
- **Prepare** drawings to standard and with consistency
- **Apply and understand** Local Government Acts and Regulations
- **Apply and understand** Council policies, procedures and guidelines

As a member of the Design Unit, the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X
	Contractor Management	X

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

[http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHs Responsibility, Authority and Accountability 2.3.pdf](http://tscdotnet/Download.aspx?Path=/OMS/Documents/WHs%20Responsibility,%20Authority%20and%20Accountability%202.3.pdf)

Organisational and External Relationships:

Organisational relationships

- Reports directly to the Chief Civil Engineering Designer.

Position Description

Civil Engineering Designer



External Relationships

- Statutory Authorities, consultants, contractors.

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

Delegations and Authorities

Position of Trust

A Position of Trust is a position that has been identified as having duties or responsibilities which pose a higher level of organisational risk.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc.



Position Description

Civil Engineering Designer



Required Personal Attributes, Knowledge and Competence

Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Associate Degree in Civil Engineering (Design) or equivalent demonstrated competence and extensive relevant design experience.
2. Thorough knowledge of engineering design requirements relating to roadworks, drainage, community facilities, water and sewer facilities and structural detailing.
3. Demonstrated advanced skills in computer aided engineering design (preferably using Civil 3D, Land Desk top and Advanced Roads or Civilcad).
4. Demonstrated skills in computer aided drafting (preferably AutoCAD).
5. Knowledge of constructions methods to ensure practical and economic designs.
6. Knowledge of and experience in the use of Australian standards, design guidelines relevant to the design of roads, drainage, sewer and water infrastructure.
7. Demonstrated ability to manage multiple design projects simultaneously with minimal supervision.
8. Demonstrated ability to measure quantities and prepare construction estimates.
9. Possess good communication skills, both written and verbal.
10. Possess good organisational and time management skills.
11. Demonstrated ability to read survey plans accurately and interpret survey field data.
12. Knowledge of Council Policies and the requirements of Statutory Authorities as they relate to design matters.
13. Possess current driver's licence.

Desirable:

14. Experience in Local Government.
15. Knowledge of Council's operations and responsibilities and the roles of relevant Government Departments.
16. Ability to produce architectural building plans and knowledge of relevant building codes/Australian standards.
17. Contract administration/ preparation.
18. GIS experience.

