

Position Description

Civil Engineering Designer



Position Title	Civil Engineering Designer	Role ID	DSCED1
Division	Engineering	Unit	Infrastructure Delivery
Job Grade	6	Award	35
Reports To	Supervisor - Civil Engineering Design		
Revised/Created	January 2020 – Template updated January 2021 – SC1 and SC3 (software)		

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.

Organisational Environment

ENGINEERING

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.

Position Description

Civil Engineering Designer



Infrastructure Delivery Unit

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. To achieve this, the Unit provides survey, design, construction expertise and resources plus contract document preparation, supervision, administration and procurement advice to the organisation. The Unit includes Council's PMO which champions best practice project management across the organisation.

The Unit also manages Council's remaining operational and non-operational quarries.

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 Record Management System 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. It will be responsible for making independent decisions that influence the final outcome of some of substantial value.

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 is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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.
5. Policy and Legislation	<ul style="list-style-type: none">• Understand and interpret Australian Standards and State Government Authority guidelines relevant to the position.• Prepare drawings to standard and with consistency

Position Description

Civil Engineering Designer



	<ul style="list-style-type: none">• Apply and understand Local Government Acts and Regulations.• Apply and understand Council policies, procedures and guidelines.
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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also 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 all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Supervisor - Civil Engineering Design.

External Relationships

- Statutory Authorities, consultants, contractors.

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. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Position Description

Civil Engineering Designer

Selection Criteria

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

1. Associate Degree in Civil Engineering (Design) or equivalent, and 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 drafting and engineering design (preferably using AutoCAD, Civil 3D, Civil Site Design and Magnet).
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. Current Vehicle Licence - Car.

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.

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.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept

Position Description

Civil Engineering Designer



Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A