

# POSITION DESCRIPTION

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| **Position Title** | Design Engineer |
| **Position No.** | 523 |
| **Position Status** | Permanent |
| **Business Unit** | Assets and Projects |
| **Division** | Built and Natural Environment |
| **Classification** | Band 6  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | December 2018 |
| **Approved By** | General Manager Built and Natural Environment |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The Design Engineer is responsible for providing project designs, estimates and computer assisted drawing functions for the development and implementation of Council projects.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Coordinator Infrastrucutre Development |
| **Supervises** | NIL |
| **Internal Liaisons** | All Council Staff |
| **External Liaisons** | General public, Business Units, consultants, other mapping organisations, relevant officers in Local, State and Federal Government Departments and authorities |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Accountable for the accuracy of designs and cost estimates.
* Responsible for the timely coordination and scheduling of project designs and preparation within budget and time constraints.
* Responsible for the accurate preparation of documents, reports and plans as required.
* Assist with and/or undertake field survey works to inform Council’s design work and decision making.

**Judgement and Decision Making**

* Make decisions on all matters, within any delegated authority, legislative requirements, established policy or recognised standards.
* Authorise contractors to perform alterations, additions or extras within delegated authority.
* Problems are generally of a technical nature.
* Problem solving may involve the application of techniques developed from previous experience.
* Guidance and advice are usually available from the Coordinator Infrastructure Development

**Specialist Knowledge and Skills**

* Sound knowledge and experience in municipal (civil) design and the use of CAD/civil design software.
* Ability to assist with and/or undertake field surveys and produce feature plans.
* Sound knowledge of computer based information systems, including databases.
* Experience in the application of information technology in the areas design and CAD software.
* Sound knowledge of road, street and drainage design parameters and codes.
* Understanding of the long term goals of the Assets and Projects Business Unit and wider organisation, along with relevant policies, regulations and budgeting techniques.

**Management Skills**

* Ability to achieve objectives within budget and time constraints.
* Ability to set priorities, plan and organise own work to achieve specific and set objectives in the most efficient manner, within the resources available and within a set timetable.

**Interpersonal Skills**

* Effective written and oral communication skills.
* Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of activities.
* Ability to write reports in field of expertise and prepare external correspondence of a routine nature.
* Ability to liaise with counterparts in other organisations to discuss specialist matters with other employees in other functions in the organisation to resolve intra-organisational problems.
* Ability to lead a work group to achieve desired goals
* Ability to liaise effectively with contractors, other authorities and the general public.

**Qualifications and Experience**

* Degree in Civil or appropriate post-secondary qualifications (desirable).
* Demonstrated experience in Civil/Municipal Design (desirable).
* Demonstrated experience in field survey and production of feature plans (desirable).
* Competence in the use of appropriate software systems.
* Proven experience in a similar position.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Current drivers licence.

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
* Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge, through research and ongoing professional development, to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
* Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Design and prepare drawings and plans for projects as required schedules and estimated costs as necessary for capital works projects for review by management in accordance with CPIs.
* Assisting with and/or undertaking field surveys as required to inform design outcomes.
* Prepare preliminary drawings and reports, including collecting and presenting data, for consideration by management for project assessment in accordance with CPIs.
* Evaluate and review designs prepared by consultants to assist in the assessment of the appropriateness in accordance with CPIs.
* Provide technical advice and assistance and information in relation to Council’s Asset and Operations to staff in accordance with CPIs.