Position Description

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| A. POSITION PROFILE | |
| **Position:**  Design Engineer | **Position Occupant**:  *Vacant* |
| **Position Evaluation:**  *Salary System Grade: 15* | **Department:**  Deputy General Manager |
| **Section/Group:**  Technical Services |
| **Conditions of Employment**:  *Local Government (State) Award 2017*  *Australian Citizen or Right to Work in Australia*  *Permanent Full-time* | **Location:**  Cootamundra  Gundagai  **Direct Supervisor:**  Manager Technical Services |
| **Additional Benefits:**  *35 Hour Nine Day Fortnight Agreement* | **Number of Staff Supervised by this position**:  Nil |
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| B. STATEMENT OF FUNCTION | |
| To carry out professional civil engineering survey design and estimating works for roads, footpaths, culverts, bridges, stormwater drainage, water and sewerage facilities and other capital or maintenance works projects, including public recreational facilities, to ensure completion to engineering standards . To supervise construction and maintenance teams in execution of works where required. To ensure that works are in accordance with Council’s budgeted and financial constraints and timelines and comply with specified standards, policies and best practise.    To provide quality, timely, effective and innovative solutions, with a focus on professional engineering advice to Council’s technical, engineering and management staff. | |
| C. KEY RESPONSIBILITIES & DUTIES | |
| 1. Investigate and design civil infrastructure projects in line with Council’s forwards works and delivery Program e.g. roads, parking, water, drainage and sewer systems. 2. Provide quality construction and design drawings liaising with others involved to meet client and Council needs, ensuring compliance with relevant standards. 3. Complete onsite surveys and inspections as required. 4. Ensure all underground and overhead utility services are located, noted and related actions taken by technical crews. 5. Implement best practice design principles and standards and identify and implement innovative design solutions 6. Liaise with service delivery and works units regarding design, life cycle costs, and ability to build/repair/ maintain and manage designs. 7. Work with/supervise construction and maintenance teams in project or works delivery as required. 8. Assist with obtaining and maintaining RMS authorisations and in the preparation of bids and tenders for private and public engineering works programs and projects. 9. Assist with the Application for Grant Funds for engineering and technical projects and enhancement of Shire infrastructure. 10. Work cooperatively with Infrastructure Contractors and Agencies effectively. 11. Prepare preliminary estimates and costings, work within financial parameters. 12. Prepare analytical data, correspondence, reports and presentations and maintain data bases as required 13. Monitor the progress of cadets, trainees and selected technical staff. 14. Seek necessary planning and building permits and other statutory approvals. 15. Provide necessary technical to advice engineers, contractors and works staff to ensure designs are implemented as intended and audit completed works to ensure all aspects of the design have been delivered including safety features. | |

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| E. ESSENTIAL CRITERIA |
| 1. Tertiary Qualifications in Civil Engineering at Degree level or equivalent 2. OH&S Construction Induction Certificate (White Card) 3. Current C Class Driver’s License 4. Demonstrated experience relevant to the role and a sound knowledge of civil construction methods, project and contract management. Demonstrated drive and integrity 5. Proficient in the use of MS Office and Design Software Programs e.g. AutoCAD, 12D, Drains, etc. 6. Ability to operate a total station, dumpy level and other surveying equipment 7. Demonstrate ability to manage the ‘technical aspects of the position, i.e. the job specific duties and provide operational responsiveness. 8. Well established time management, planning, financial and administrative skills. Industry orientation, risk awareness and understanding of relevant compliance and regulatory matters - ensuring Legal obligations are for filled. 9. Ability to develop productive working and interpersonal relationships, customer orientation and team skills. 10. Ability to communicate effectively, orally and in writing 11. Working knowledge of roles and responsibilities under the WHS Act 2011. |
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| F. DESIRABLE CRITERIA |
| 1. Experience in Local Government 2. Traffic Control qualifications – Traffic controller, ITCP, PWZTMP 3. Experience in supervision of works staff 4. Membership of the Institute of Engineers. |