

POSITION DESCRIPTION

CIVIL DESIGNER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
 Our systems, processes and tools are contemporary and reflect leading practice.
 Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	Grow & Improve We improve our work everyday <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Civil Designer		
Department & Section	City Assets – Design, Construction & Transport		
Team	Design		
Reporting to	Team Leader Design		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	2152	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Ensuring that the design of civil infrastructure projects meet relevant Australian Standards and best practice guidelines for roads, footpaths, stormwater, traffic management and public spaces to deliver safe and effective outcomes for the community.
- Prepare civil engineering designs to protect the community from known hazards such as infrastructure failure, traffic related hazards and the effects of stormwater flooding, climate change and sea level rise.
- Providing exceptional customer service when liaising with Developers, Public Utilities and the general public for engineering advice.

What does the position do?

- Prepare Civil Engineering Designs and Documentation which relate to stormwater, road, footpath, traffic control devices, and public open space projects.
- Carry out calculations for the horizontal and vertical design of road geometry.
- The management and supervision engineering and surveying contractors/consultants including all stages of the tender process. (Preparing the tender documentation and specifications, the invitation to tender, the tender assessments and the award and project close out process)
- Provide Computer Aided Drafting (CAD) and Designs to the Team Leader - Design, and other members of the organisation for council infrastructure, buildings and open space projects.
- Provide support to Developers, Public Utilities, internal staff and the general public with regard to Civil Engineering design related matters.
- Exercise significant technical judgement in the design of infrastructure using the Australian Standards, Council Standards and Industry Best practices.
- The creation of engineering design documentation for stormwater, roads, footpaths, traffic control devices, and public open space projects.
- The preparation of Safety in Design reports for design projects.
- Liaise with Developers, Public Utility Authorities and the public, both personally, by telephone, or email concerning City Assets functions.
- Liaise with Managers, Team Leaders, Field Team Coordinators, and other engineering staff regarding civil works projects and programs being performed by Council.
- Attend training sessions, as required, to keep abreast of advancements and changes in civil engineering technology.
- Maintain and update Council plans and records to capture all new civil design and construction projects.
- Attend Performance Development Review (PDR) meetings.

- Maintain personal Performance Development Review record in the Corporate Information Database.
- Responsible for the creation and capture of Corporate Records relating to this position.
- Personally comply with and ensure that defined information management practices, policies and principles are embraced within the workplace.
- Ensure compliance with the Code of Conduct, Council policies, procedures and guidelines.
- Other reasonable duties as required

What outcomes does the position deliver?

- Achieving sustainable, best-possible outcomes for the Community with regards to the planning, design and construction of public spaces, major Civil Engineering and Land Development projects.
- Civil engineering designs to protect the community from known hazards such as infrastructure failure, traffic related hazards and the effects of stormwater flooding, climate change and sea level rise.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- A tertiary qualification/Certificate in Civil Engineering or related field is desirable.
- Holder of a current Class 1 Motor Vehicle Driver's Licence.

Experience

- Experience using AutoCAD Computer Aided Design (CAD) software is essential.
- Experience using 12D and/or Civil3D Civil Design software is essential.
- Experience in Civil Engineering design and the preparation of Civil Engineering design documentation.
- Experience working on a variety of Civil Engineering design projects including stormwater, road, footpath, traffic control devices, and public open spaces.
- Experience using other engineering design software such as DRAINS, HEC-RAS, Circly, ArcGIS is highly desirable.
- Experience and/or an understanding of Records Management Responsibilities and Practices within local government is desirable.

Knowledge

- Knowledge of Computer Aided Drafting procedures.
- Knowledge of Civil Engineering design procedures including road and stormwater design calculations.
- Knowledge and/or understanding of the relevant Australian Standards, codes and guidelines which apply to Civil Engineering design.

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- Knowledge and/or understanding of GIS software.
- Understanding of the WHS Act and relevant EEO legislation.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____