

POSITION DESCRIPTION

Position Title:	Civil Design and Survey Assistant	Directorate:	Infrastructure and Development
Position Number:	100674	Department:	Assets, Engineering and Design
Employment Status:	Full-Time	Section:	Civil Design Office
Employment Type:	Permanent	Location:	Chambers
Classification:	Grade 4		
Reports to:	Civil Design Coordinator		

PRIMARY PURPOSE:

The role of the **Civil Design and Survey Assistant** is to assist the Engineering Team with providing concept and detail designs, plans and estimates for the effective provision of Council assets to the community. In a supported learning environment, the **Civil Design and Survey Assistant** will develop skills and knowledge in infrastructure engineering related matters, through mentoring by senior members within the Assets, Engineering & Design Department.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Civil Design and Survey Assistant** reports to the **Civil Design Coordinator** for all operational and management matters.
- The role is a key contributor to the Assets, Engineering and Design Department and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, service authorities, consultants, and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters

We are trusted

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge

We deliver

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Design documentation and engineering support services	Under supervision the Civil Design and Survey Assistant will: • Undertake or assist with the investigation, design, drafting, estimation and reporting of a range of Council projects, including, but not limited to: ○ Road construction ○ Carparks ○ Traffic Management ○ Pedestrian accessibility ○ Cycling tracks and paths ○ Lighting ○ Stormwater ○ Structural projects ○ Landscaping • Apply project management principles and methodology to the design and delivery of Council projects. • Assist with the development and implementation of agreed community engagement plan for the projects assigned. • Liaise with construction staff and other relevant stakeholders to enable the successful completion of projects. • Assist with the production and/or administration of consultancies / contractors. • When requested, represent the Civil Design Office on specific, relevant corporate wide and external project teams / committees. • Participate in specific project related teams. • Liaise with service providers and government bodies as required by projects. • Develop and provide safety in design reports for projects that manage whole of life risk including during construction, maintenance, and operation.
Skill Development	• In a supported environment, take advice and mentorship from the senior members of the Assets, Engineering & Design Department. • Actively participate in learning and development programs for the future development.
Support Field Operations	• To provide assistance to the Engineering Surveyor with field and office operations, including: ○ Undertake and assist with engineering, topographic, construction survey set outs and monitor surveys under the direction of the Engineering Surveyor. ○ Undertake and assist with the processing and collation of survey data in the required format and to carry out computations associated with that data.

	○ Assist in collecting and collating accurate and reliable data for routine landslip and other survey monitoring tasks. ○ Responsible for the maintenance and cleaning of all survey equipment and vehicles after use. ○ Responsible for the supply management of survey consumables. ● Perform other tasks for which you are trained or licenced as required.
Customer Service	● Promote the positive image of Council as a whole ● Ensure that a high standard of customer service is maintained to both internal and external customers ● Engage, listen to and act where appropriate on feedback from our customers ● Implement, evaluate and continuously improve quality systems and processes for the section
General	● Assist in the achievement of agreed outcomes consistent with department business plans and budgets ● Perform any other duties as directed
Organisational Responsibilities	● Support and adhere to Council's policies and procedures, code of conduct and relevant acts ● The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL IN POSITION:

- A current driver's licence
- White Card
- Traffic Management Accreditation

KEY SELECTION CRITERIA:

1. Certificate IV in drafting, engineering, civil design or spatial science or currently enrolled to complete Certificate IV or a higher qualification.
2. Knowledge and/or experience in civil engineering design and/or assisting with engineering surveys.
3. Demonstrated problem solving abilities along with the ability to recommend innovative and workable solutions.
4. Sound computer skills and the demonstrated ability to acquire competency in using computer software packages associated with spatial data capture and civil engineering.
5. Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate, with the demonstrated ability to work as part of a team or autonomously on specific projects.
6. Physically fit with the proven ability to work in an environment with uneven terrain in all weather conditions, with the ability to lift stormwater/sewer manhole lids using appropriate tools.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	