

Position Description

Senior Civil Engineer

Position Title:	Senior Civil Engineer	Directorate:	Infrastructure & Development
Position Number:	100677	Department:	Assets, Engineering & Design
Employment Status:	Full-Time	Position Type:	Indoor
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 7		
Reports to:	Manager Assets, Engineering & Design		

PRIMARY PURPOSE:

The Senior Civil Engineer provides strategic and technical leadership in the planning, delivery, and ongoing management of Council's transport and stormwater infrastructure assets. The role is responsible for leading the development and implementation of asset renewal, upgrade, and capital works programs that enhance the safety, resilience, sustainability, and performance of Council's civil infrastructure.

The position delivers high-level professional engineering advice to support informed decision-making across Council, ensuring infrastructure solutions align with legislative requirements, best practice, and Council's strategic objectives. Through effective project delivery, stakeholder engagement, and team leadership, the Senior Civil Engineer contributes to sustainable urban growth, economic development, and improved community wellbeing, enabling Glenorchy residents to lead healthy, safe, and active lives.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Senior Civil Engineer** reports to the **Manager Assets, Engineering & Design** for all operational and management matters.
- The role is a key contributor to the Assets, Engineering and Design Team and will liaise with employees of Council.
- This position supervises **Asset Engineer Transport (100671), Hydraulics Investigation Officer (1006687), Graduate Engineer (100681)**.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, stated government departments and contractors.

Accountabilities And Responsibilities

Lead the Management of Council's Infrastructure	<ul style="list-style-type: none"> ▪ Oversee the development and implementation of Council's Stormwater Strategy, stormwater management policy and Stormwater System Management Plans ▪ Assist in the development, investigation and implementation of Council's Community and Strategic plan in relation to stormwater and transport related assets. ▪ Provide professional engineering technical advice and strategic direction for the sustainable development of Council's stormwater and transport network.
--	---

	<ul style="list-style-type: none"> ▪ Responsible for research, planning, policy formulation, and implementation activities with respect to Council's stormwater and transport assets. ▪ Provide specialist hydraulic engineering referrals for development assessments through design review ▪ Contributing to business planning and overall policy direction within the Department and Section.
Manage Stormwater and Transport related Works Programs and Projects	<ul style="list-style-type: none"> ▪ Responsible for the development of 10 years Capital Works Programs for stormwater and transport related assets. ▪ Ensure the successful delivery of projects in the Capital Works Program and other projects/programs. (e.g. pavement rehabilitation program, stormwater relining and patching program, etc.). ▪ Apply for and manage external State and Australian Government funding to assist in delivering stormwater and transport related projects. ▪ Ensure the information contained in Council's Asset Register is up to date. ▪ Ensure the investigation and resolution of stormwater and transport asset related issues raised by internal and external stakeholders are carried out in an efficient, timely and professional manner, including investigation, consultation, and assessment of options, development, design and implementation of solutions. ▪ Coordinate Council's Landslip Monitoring program and reporting ▪ Develop and manage the maintenance and compliance program for Council and privately owned Stormwater Quality Improvement Devices (SQID/WSUD) ▪ Monitoring the performance of consultants and contractors and providing accurate and timely reports on progress, expenditure and related project issues.
Reporting	<ul style="list-style-type: none"> ▪ Be the main point of contact for the Engineering Section within the Department ▪ Monitor the Engineering Section key performance indicators and provide reports on a regular or as requested basis. ▪ Perform other tasks for which you are trained or licenced as required.
Represent Council and Engage stakeholders	<ul style="list-style-type: none"> ▪ Represent Council at officer level on various committees, at public meetings and other forums in relation to engineering issues to inform and to influence decision-making. ▪ Maintain a healthy working relationship with the State Road Authority and other agencies and councils on managing stormwater and transport related issues. ▪ Attend appeals/tribunals as required to provide/confirm specialist engineering advice within your expertise. ▪ Ensure the inputs and advice, including strategic planning, emergency management, , conceptual design for stormwater and transport related projects and matters, provided to internal and external stakeholders are qualified and for the best interest of the community.
Leadership	<ul style="list-style-type: none"> ▪ Provide effective leadership to direct reports with regular team meetings, open communications and regular performance reviews. ▪ Ensure the activities of staff deliver appropriate outcomes and are met in a timely and customer-focused manner. ▪ Ensure all staff have the necessary training and skills to meet their position outcomes. ▪ Provide accurate and timely feedback to staff in the section

Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council’s code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.

	<ul style="list-style-type: none"> ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
--	---

Key Selection Criteria

Essential Qualifications	<ul style="list-style-type: none"> ▪ Degree qualification in Engineering and obtained/eligible to chartered status in Australia, with comprehensive knowledge of municipal engineering, including stormwater, road and traffic engineering, and the legislative environment in which they operate.
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence (preferred but not essential)
Skills and Experience	<ul style="list-style-type: none"> ▪ Proven experience delivering civil infrastructure projects end-to-end, from planning and budgeting through to construction and maintenance, on time and within budget. ▪ Demonstrated ability to develop and implement civil infrastructure strategies, policies, procedures, and guidelines aligned with organisational and legislative requirements. ▪ Strong technical expertise in transport and stormwater engineering, flood management, and development assessment within a local government or similar regulatory environment. ▪ Significant experience leading and managing teams, including performance management, coaching, development, and addressing performance or disciplinary matters. ▪ Demonstrated experience managing consultants and contractors to successfully deliver multiple concurrent projects to agreed standards, timeframes, and budgets. ▪ Highly developed communication and interpersonal skills, with the ability to influence, resolve conflict, and build effective relationships with internal and external stakeholders.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.

- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.



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

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

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

ACKNOWLEDGEMENT:

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

Employee Name:	
Employee Signature:	
Date:	