

# Position Description

## 100691 Civil Designer

<b>Position Title:</b>	Civil Designer	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100691	<b>Department:</b>	Assets, Engineering & Design
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Indoor
<b>Employment Type:</b>	Permanent	<b>Location:</b>	374 Main Road, Glenorchy
<b>Classification Structure:</b>	Grade 5		
<b>Reports to:</b>	Civil Design Coordinator		

### PRIMARY PURPOSE:

The primary functions of this role are to:

- Provide civil engineering design services, plan and estimate documentation, to ensure the effective provision of transportation and civil infrastructure assets to the community. The position is an integral member of the Civil Design team.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Civil Designer** 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 the Chief Executive Officer, Directors, Managers and all other employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

## Accountabilities And Responsibilities

<b>Design documentation and engineering services</b>	<ul style="list-style-type: none"><li>▪ Undertake the investigation, design and production of working drawings, estimates and reports for:<ul style="list-style-type: none"><li>▪ Road construction</li><li>▪ Car parks</li><li>▪ Traffic Management</li><li>▪ Pedestrian accessibility</li><li>▪ Lighting</li><li>▪ Stormwater</li><li>▪ Structural projects</li><li>▪ Landscaping</li></ul></li><li>▪ Coordinate design development tasks through project management principles, for the timely completion of projects to program.</li><li>▪ Liaise with construction staff and other relevant stakeholders to enable the successful completion of projects.</li></ul>
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	<ul style="list-style-type: none"> <li>▪ Under the direction of the Civil Design Coordinator, undertake technical and detailed reviews of the teams designs to ensure compliance with appropriate design and drafting standards if/when requested.</li> <li>▪ Produce and/or administer consultancies/contracts relating to the design documentation of Civil Engineering Projects, for example where projects are outside the Office resource capacity.</li> <li>▪ Facilitate or partake in specific project related teams.</li> <li>▪ Liaise with service providers and government bodies on services and design requirements as required.</li> <li>▪ Represent the department from time to time on specific, relevant corporate wide or external committees.</li> </ul>
<b>Financial Requirements</b>	<ul style="list-style-type: none"> <li>▪ Ensure allocated projects are scoped, designed and estimated to meet the existing or modified budget.</li> <li>▪ Investigate concept and preliminary design proposals, including costing for future and ongoing capital works.</li> <li>▪ Completion of the program’s monthly variance and capital reports, within the timeframes advised by the Finance Department.</li> <li>▪ Coding transactions and providing appropriate documentation, within the timeframes advised by the Finance Department.</li> <li>▪ Complying with the Purchasing Policy. In particular, obtaining quotes, preparing tender documents and raising purchase orders.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>

<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ 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.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

## Key Selection Criteria

<b>Essential Qualifications</b>	<ul style="list-style-type: none"><li>Advanced Diploma of Civil Engineering Design (or equivalent/higher qualification) or extensive relevant industry experience.</li></ul>
<b>Licences</b>	<ul style="list-style-type: none"><li>Drivers Licence (preferred but not essential)</li></ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>Minimum of 5 years of relevant experience in civil engineering design, particularly in road and stormwater design.</li><li>Proven ability to design road and stormwater infrastructure using AutoCAD Civil 3D and Civil Site Design software.</li><li>Strong understanding and application of relevant engineering standards and guidelines.</li><li>Competent in utilising civil engineering computer packages.</li><li>Excellent communication and interpersonal skills, with the ability to work collaboratively within a team or independently on assigned projects.</li></ul>

## 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.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	