



Position Description - Design Officer

Division	City Futures
Portfolio	City Infrastructure
Business Unit	Infrastructure Design
Level	5
Reports To	Coordinator Infrastructure Design
Prescribed Position	No

Position Objective

Assist in the production of concept plans, detailed design, and cost estimates for civil infrastructure, public lighting and traffic management projects. Undertake design and drafting of projects of minor to moderate complexity.

Provide design advice and support about traffic controls, road geometry, stormwater and other civil infrastructure projects.

Key Responsibilities

- Generate design documents, drawings and cost estimates that are accurate, high quality and clear in accordance with Council design standards. For projects of minor to moderate complexity and assist in the documentation of major projects as required.
- Assists Coordinator City Infrastructure Design and Senior Designers with the supervision of consultants preparing design documents, drawings and cost estimates to ensure they are accurate, high quality and clear in accordance with Council design standards.
- Ensure all legislative requirements, standards and guidelines relevant to engineering design are complied with while undertaking design and drawing.
- Contribute to design and technical advice about traffic management, road design, stormwater and other civil projects.
- Receive and undertake reviews of 'As-Constructed' drawings and asset information and, where necessary collate the information, before asset handover to the Asset Manager.
- Be an active member of project teams contributing to the delivery of high-quality outcomes on schedule and within financial constraints to achieve desired project outcomes.
- Assist project managers to undertake community consultation for projects you are developing concepts or preparing detailed designs.
- Assist in the delivery of the design and survey work program.

- Assist the survey team to undertake engineering surveys when additional support is needed.
- Actively seek out and apply new techniques and methodologies in relation to engineering design and drafting.
- Assist in the development and maintenance of CCS drawing standard and blocks.
- Undertake plan management and filing when required.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Good interpersonal and communication skills.
- Sound investigative, analytical and creative skills as these apply to engineering design.
- Demonstrated customer service skills.
- Good organisation, record keeping and time management skills.
- Ability to undertake engineering survey for the purposes of design and construction.
- Ability to work effectively both in a team environment and autonomously.
- Ability to liaise effectively with other Government Departments, Surveyors and Elected Members on engineering matters.
- Assist with inspection of Council infrastructure and adjacent resident properties and resolve design issues.
- Ability to respond to day to day engineering enquiries either by telephone, in writing, in person or via the Customer Request Management system.
- Ability to make suggestions on design issues based on sound engineering practices, techniques and principles.
- Intermediate computing skills including computer aided drafting (AutoCAD), design (12D), Windows Explorer and Internet Explorer environments.
- Working knowledge of the Microsoft Office suite of desktop applications.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

Knowledge

- Intermediate knowledge of computer aided drafting and design.
- Basic knowledge of engineering principles, practices, techniques and skills as these apply to engineering design, construction and maintenance.
- Basic knowledge of engineering survey principles, practices and techniques.
- Basic knowledge of the Local Government Act and other legislation, which make statutory demands on local Councils with respect to matters of engineering infrastructure.
- Knowledge of Local Area Traffic Management devices and relevant Acts and codes of practice (e.g. AS1742, Austroads Guidelines).
- Knowledge of Global Positioning Systems (GPS).
- Knowledge of Work Health, Safety and Welfare legislative requirements.
- Knowledge of responsibilities in creating and maintaining Child Safe

Experience

- Demonstrated computer aided drafting experience on civil engineering design projects.
- Basic experience in the use of 12D computer aided design software.
- Experience estimating minor engineering works.
- Experience in minor civil engineering construction works.
- Experience working in cross functional team environments.
- Experience in engineering survey, data collection and database information management.
- Understanding of Geographical Information Systems (GIS) in particular ArcGIS.

Qualifications & Requirements

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| • A tertiary qualification in Civil Engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications. | Desirable |
| • Completion of a formal course of study in computer aided drafting and computer aided design. | Essential |
| • Car Licence | Essential |