

POSITION DESCRIPTION

Position Title:	Civil Design Coordinator	Directorate:	Infrastructure & Development
Position Number:	100672	Department:	Assets, Engineering & Design
Employment Status:	Full-Time	Section:	Engineering
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 15		
Reports to:	Manager Assets, Engineering & Design		

PRIMARY PURPOSE:

The Civil Design Coordinator is responsible for the management and coordination of the Civil Design & Survey team.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Civil Design Coordinator** reports to the **Manager Assets, Engineering & Design** for all operational and management matters.
- The Civil Design Coordinator supervises the Civil Designers and Engineering Surveyor.
- The role is a key contributor to the Assets, Engineering & 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, 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
Engineering Projects	<p>To be responsible for the management of the Civil Design and Survey team.</p> <ul style="list-style-type: none">• Co-ordinate day-to-day activities within the engineering projects office ensuring appropriate allocation of resources to tasks and that outcomes are met in a timely and customer focused manner.• To represent the Civil Design office from time to time on specific, relevant corporate wide and external project teams / committees.• Undertake or facilitate the investigation, design and production of working drawings, estimates and reports for a range of local government responsibilities including:<ul style="list-style-type: none">○ Road construction○ Carparks○ Traffic Management○ Pedestrian accessibility○ Lighting○ Stormwater○ Structural projects○ Landscaping○ Reserves and recreational projects• To ensure the development and implementation of an agreed community engagement plan for each project.• To ensure liaison with construction staff and other relevant stakeholders to enable the successful completion of projects within budget.• To peer review designs to ensure compliance with appropriate standards.• To produce and/or administer consultancies / contracts relating to Civil Engineering Projects.• To oversee and coordinate the work of Council's survey team.
Staff Management Responsibilities	<ul style="list-style-type: none">• To recruit, manage, develop and recognise staff and meet the requirements of the GCC performance management system.• Contribute to the effective leadership of the Council through:<ul style="list-style-type: none">○ Regular team meetings and building strong relationships;○ Open communications with staff.• Undertake regular performance reviews with direct report team members.• Ensure the activities of staff deliver appropriate outcomes and are met in a timely and customer-focused manner.

	<ul style="list-style-type: none"> • Provide mediation and counselling of staff on performance related issues. • Ensure all staff have the necessary training and skills to meet their position outcomes. • Provide accurate and timely feedback to staff in the section.
Annual & Strategic Reporting	<ul style="list-style-type: none"> • Contribute to the development of corporate strategic and annual plans. • Develop and monitor appropriate key performance measures. • Ensure that all reporting is completed in a timely manner. • Ensure that staff activities are consistent with the strategic and annual plans through the corporate performance management system. <p>Perform other tasks for which you are trained or licenced as required</p>
Financial Requirements	<ul style="list-style-type: none"> • Responsible for completion of the programs monthly variance report, within the timeframes advised by the Finance Department. • Responsible for completion of relevant section in the monthly capital report, within the timeframes advised by the Finance Department. • Responsible for coding transactions and provided appropriate documentation, within the timeframes advised by the Finance Department. • Responsible for complying with the Purchasing Policy. In particular, obtaining quotes, preparing tender documents and raising purchase orders, where appropriate. • To ensure that allocated projects are scoped, designed and estimated to meet the existing or modified budget. • To investigate preliminary design proposals including costing for further and ongoing capital works
Customer Service	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • 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.

SPECIALIST DELEGATIONS:

- As per Delegations Schedule.

KEY SELECTION CRITERIA:

1. Advanced Diploma of Engineering (Civil Engineering Design) or appropriate qualification in a relevant field.
2. Extensive experience in civil design relating to infrastructure projects.
3. Demonstrated knowledge and experience in managing all aspects of infrastructure projects from start to finish.
4. Appropriate written and verbal communication skills to be able to engage and influence stakeholders and clients.
5. Highly organised to meet deadlines under conflicting pressures whilst meeting client expectations.
6. Effective interpersonal skills for staff management and experience in performance counselling, career development and discipline.

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:	