

# POSITION DESCRIPTION

<b>Position Title:</b>	Civil Designer	<b>Directorate:</b>	Infrastructure and Development
<b>Position Number:</b>	100684	<b>Department:</b>	Assets, Engineering and Design
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Civil Design office
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A, Salary Point 13		
<b>Reports to:</b>	Civil Design Coordinator		

## PRIMARY PURPOSE:

The primary function of this role is to provide civil engineering design services, plan and estimate documentation, as well as project management, 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 employees of Council.

### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, event sponsors, volunteers 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	<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><li>• Peer review designs to ensure compliance with appropriate standards.</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></ul>
Provide guidance and input into development and delivery of the design and consultation program for infrastructure projects	<ul style="list-style-type: none"><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>
Community, Strategic & Annual Plan Reporting	<ul style="list-style-type: none"><li>• Contribute to the development of the section and department strategic plan.</li><li>• Contribute to the development and implementation of the Annual Plan operational tasks each year.</li><li>• Provide timely relevant information to the Civil Design Coordinator to enable appropriate reporting.</li><li>• Contribute to the completion of the quarterly and annual report.</li></ul>
Financial Requirements	<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></ul>

	<ul style="list-style-type: none"> <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>Customer Service</b>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>• Engage, listen to and act where appropriate on feedback from our customers</li> <li>• Implement, evaluate and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>• Perform any other duties as directed</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council’s policies and procedures, code of conduct and relevant acts</li> <li>• 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</li> </ul>

This role will may be required for 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:**

- Nil

**LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- A current driver’s licence

**KEY SELECTION CRITERIA:**

1. A qualification in Advanced Diploma of Engineering Design (Civil Design) or equivalent experience.
2. Minimum of 5 years of relevant experience in civil engineering design, particularly in road and stormwater design, preferably using Civil 3D and Civil Site Design software packages.
3. Ability to competently design road and stormwater projects.
4. Demonstrated knowledge of the use of appropriate engineering standards.
5. Competent in utilising civil engineering computer packages.
6. Have the ability to work effectively as part of a professional team.

**AUTHORISATION:**

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

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

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>	