



Position Description

POSITION DETAILS	
Date of PD	June 2017
Position Title	Senior Civil Designer
Position Grade	11
Directorate Business Unit	City Services City Assets and Environment
Reports to	Supervisor Civil Design
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

KEY RESPONSIBILITIES

- Provide professional and specialist technical advice and guidance on engineering matters to the organisation and external customers (public, developers, consultants etc.) to achieve positive outcomes.
- Administer current and historical information to ensure that consistent and prompt advice is provided in order to protect Council's interest.
- Manage investigation and design for a diverse range of projects and multi-disciplinary project teams.
- Ensure that quality, safety, environment and risk issues are appropriately addressed in the design process.
- Ensure design output complies with legal statutes and relevant standards.
- Negotiate and resolve complex engineering issues to achieve positive outcomes.
- Work to and monitor budget, programs and other management information.
- Assist the Supervisor Civil Design to manage the Civil Design Team and/or consultants/contractors in the field and office.
- Ability to manage civil design projects.
- Provide input to the review and maintenance of operational strategic documents such as the Civil Design Guidelines, Design Standards & Procedures.
- Investigate and prepare civil design for Council's infrastructure assets.
- Manage and undertake the preparation of:-
 - Conceptual civil design
 - Cost estimate
 - Full detail design
 - Civil design briefs
 - Contract documentation
 - Specifications for construction
 - Review of Environmental Factors (REFs)

- Traffic Management Plans (TMP)
- Traffic Control Plans (TCP)
- Strong understanding of Computer Aided Design (CAD) principles and use.
- Understanding of Geographical Information Systems (GIS) functionality.
- Manage the completion of the design project.
- Operate survey equipment for basic field data capture.
- Consult and liaise with Councillors, Council officers, the community, public utilities and government authorities in relation to civil design matters.
- Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.
- Report injuries, accidents, incidents and near misses in the work area and the corrective actions taken to prevent re-occurrence.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organizational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Recognised Degree in Civil Engineering and eligible to be a member of The Institution of Engineers Australia.
- Class 'C' Driver's Licence.

Experience

- Approximately 10 years civil engineering experience.

Skills

Institute of Engineers Units

UNIT C1: Engineering Practice

- C1.4 Develops engineering solutions.
- C1.5 Identifies constraints on potential engineering solutions.

UNIT C2: Planning and Design

- C2.1 Interprets and scopes design requirement.
- C2.2 Prepares concept proposal and seeks advice on latest technology.
- C2.3 Implements planning and design process.
- C2.4 Reviews the design to achieve acceptance.
- C2.5 Prepares and maintains documentation during the design process.
- C2.6 Validates design.

UNIT C3: Self-Management in the Engineering Workplace

- C3.2 Works effectively with people.
- C3.4 Plans and manages work priorities and resources.
- C3.6 Manages information.

UNIT E6: Source and Estimate Materials

- E6.2 Estimates material.

GENERAL

- PARSW106 Operate database software at a basic level.
- PARSW146 Operate Lotus Notes at a basic level.
- PARSW178 Operate spreadsheet software at an intermediate level.
- PARSW195 Operate word processing software at a basic level.

COUNCIL'S ONLINE (COL)

- Ability and knowledge in the use of a Total Corporate Management (TCM) System at a basic level.

CIVIL ENGINEERING SOFTWARE

- PARSW61 Operate Autodesk Civil Design software at an intermediate level.
- PARSW64 Operate Infomaster GIS software at a basic level.
- PARSW70 Operate ParraMappa GIS Web at a basic level.
- PARSW85 Operate Advanced Road Design – road, intersection design software at an intermediate level.
- PARSW91 Operate AutoCAD – drafting software at a basic level.

Desirable**Qualifications**

- N/A

Experience

- N/A

COMPETENCIES

Institute of Engineers Units

UNIT C3: Self Management in the Engineering Workplace

- C3.5 Maintains customer focus and relationships with clients / stakeholders / suppliers / regulators.

UNIT E1B: Engineering Project Management

- E1B.1 Develops project integration.
- E1B.2 Scopes the project.
- E1B.3 Manages people.
- E1B.5 Manages quality, safety, environment and risk.
- E1B.7 Manages time and progress.
- E1B.8 Finalises the project.

UNIT E3: Materials / Components / Systems

- E3.1 Determines engineering requirements.

UNIT E4A: Environment Management

- E4A.1 Determines the existing environmental condition.
- E4A.2 Establishes stakeholders' expectations.

UNIT E4B: Investigation and Reporting

- E4B.1 Responds to / identifies problems.
- E4B.2 Plans the investigation.
- E4B.3 Carries out the investigation.
- E4B.4 Draws conclusions and makes recommendations.

UNIT E6: Source and Estimate Materials

- E6.1 Defines requirements and sources for materials.

UNIT E7: Change and Technical Development

- E7.1 Participates in planning the introduction of technical change.
- E7.2 Develops technically creative and flexible approaches and solutions.
- E7.3 Manages emerging technical challenges and opportunities.

UNIT E8: Technical Marketing

- E8.4 Seeks client's feedback.

GENERAL

- Ability to manage team conflicts and change in a professional and effective manner.
- Ability and knowledge of construction materials and techniques in both documentation of projects and site supervision.
- Ability to manage the CAD applications.
- Understanding of computer hardware to optimise design office performance.
- Developed analytical and negotiating skills.
- BSBCM420A Write complex documents.
- BSZ404A Train small groups.
- PARSW107 Operate database software at an intermediate level.
- PARSW108 Operate Digital Imaging software at a basic level.
- PARSW147 Operate Lotus Notes at an intermediate level.
- PARSW163 Operate project management software at a basic level.
- PARSW165 Operate project management software at an intermediate level.
- PARSW179 Operate spreadsheet software at an advanced level.

COUNCIL'S ONLINE (COL)

- COL086 Use Pathway Applications as Officer at an intermediate level.
- COL094 Use Pathway Rates as Officer at an intermediate level.
- COL099 Use Pathway Property as Officer at an intermediate level.
- COL109 Use Pathway Name and Address as Officer at an intermediate level.
- COL123 Use TRIM – Document Management as Information Worker at an intermediate level.
- Use Works Estimating module at an intermediate level.

CIVIL ENGINEERING SOFTWARE

- PARSW57 Operate Autodesk Map software at a basic level.
- PARSW58 Operate Autodesk Map software at an intermediate level.
- PARSW62 Operate Autodesk Civil Design software at an advanced level.
- PARSW65 Operate Infomaster GIS software at an intermediate level.
- PARSW71 Operate ParraMapper GIS Web at an intermediate level.
- PARSW86 Operate Advanced Road Design – road, intersection design software at an advanced level.
- PARSW87 Operate AutoTurn – vehicles movement check software at a basic level.
- PARSW88 Operate AutoTurn – vehicles movement check software at an intermediate level.
- PARSW89 Operate ParkCAD – parking software at a basic level.
- PARSW90 Operate ParkCAD – parking software at an intermediate level.
- PARSW92 Operate AutoCAD – drafting software at an intermediate level.
- PARSW115 Operate Civilcad – survey, road, intersection design software at a basic level.
- PARSW116 Operate Civilcad – survey, road, intersection design software at an intermediate level.

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: