

Job Title & Position Number: Civil Designer (Ref: 1350)

Level: 5/6

Line Manager: Coordinator Design

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: April 2024

1. Job Purpose

The Civil Designer provides engineering support across the Infrastructure Services department with a focus on capital works project design, civil design, drafting and estimating. The role will also assist with traffic and engineering investigations, asset management and asset creation proposals, including funding applications.

The Civil Designer will provide expert advice in many aspects of the infrastructure life cycle, including initial investigations, inception, planning, design and construction and maintenance of infrastructure including roads, paths and drainage systems.

2. Organisational Context

The position of Civil Designer is part of the Project Delivery & Engineering branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Fleet Services, Climate, Environment & Waste, and Maintenance Operations.

3. Key Accountabilities

- Provide technical civil engineering support to the Infrastructure Services Department and across the organisation as required ensuring highest standard of customer service at all times.
- Carry out detailed design, drafting and estimating of a variety of municipal capital works projects including (but not limited to); earthworks, roads, intersections, carparks, footpaths, drainage and related civil works.
- Provide accurate technical design advice on new civil projects to relevant City departments.
- Provide expert technical advice to the Infrastructure Services department including site investigations, risk assessments, engineering investigations, feasibility studies and written reports.

- Respond to the Infrastructure Services department engineering related enquiries from members of the public as required.
- Compile reports and attend meetings in relation to engineering issues.
- Collaborate and assist in the development of the City's annual and five-year capital works program.
- Collaborate and assist in the development and implementation of infrastructure strategies.
- In collaboration with the Project Delivery & Engineering team, prepare infrastructure grant applications such as Regional Bicycle Network, road project grants and other multiple grant opportunities.
- Keep pace with industry trends through a variety of media.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:



<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Civil Design/Construction or lesser qualification with significant experience in civil design, particularly in the design and drafting of roads, footpaths, drainage and other minor scale Civil Infrastructure Works
- Certificate IV in Leadership and Management (desirable)
- C Class Driver's Licence
- White Construction Safety Card (desirable)
- Comprehensive experience in design drafting software such as 12D, AutoCAD and preferably Autodesk Revit and Bluebeam
- Comprehensive experience in the design and preparation of civil drawings and estimates
- Comprehensive experience in project design processes associated with infrastructure projects such as roads, intersections, pavements and footpaths, carparks, subdivisions, urban & rural stormwater drainage

Knowledge and Skills

- Comprehensive knowledge of statutory requirements, laws, frameworks and Australian Standards relevant to the delivery of infrastructure projects and services
- Comprehensive knowledge of statutory acts, policies and legislations pertaining to Local Government Operations and infrastructure services
- High level emotional intelligence, negotiation, problem solving and conflict resolution skills to enable effective liaison with all people at all levels and to persuade others to adopt particular methods or strategies where there is conflicting interests and opinions
- Excellent time management and problem solving skills
- Proficiency in Microsoft Office applications including MS Project and other software applications
- Willingness to learn and undertake further professional development
- Understanding of traffic and drainage engineering theory and practice (desirable)
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles