

POSITION DESCRIPTION

Position Title	Civil Engineer – Investigation & Design	
Division	Assets & Environment	
Group	Roads, Traffic & Stormwater	
Responsible to	Coordinator Design Services	
Position Supervises	Direct: Contractors and /or consultants Indirect: 0	
Position No.	IW0270	
Status	Permanent full time	
Hours	Based on 35 hours per week	
Salary Point	36 To 65	
Salary	\$71,554 - \$102,149 p.a.	Band/Level: 3/1 to 3/2
Allowances	This position attracts civil liabilities allowance subject to eligibility as per the Award.	
Motor Vehicle	TBC	
Pre-employment checks Legislative requirements	N/A	
Date reviewed: July 2018	Reviewed by: Group Manager Roads, Traffic & Stormwater	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

You will be accountable for infrastructure investigations; survey; concept development; stakeholder engagement; environmental impact review; design, specification and project cost estimating to deliver sustainable outcomes for road, transport and stormwater related infrastructure. Your outcomes will address the social, environmental, economic and governance objectives of Council's Community Strategic Plan. You will devise and manage your design delivery program to ensure design plans are available to progress project delivery within planned budgets and timelines.

Your work and activities and contributions to the team will meet targets and commitments established in individual or team work plans and Council's Operational and Strategic Plans. You will participate in, contribute to, and/or lead, Project Control Groups to provide design solutions which meet project objectives and ensure successful project outcomes. You will facilitate collaboration across Council in solving problems and developing solutions.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in civil engineering or other appropriate discipline recognised by relevant Australian professional institute.
2. Experience in the creation of 'best practice' infrastructure design solutions to contemporary industry standards, codes, technical directions and legislation, with the capacity for innovative thinking.
3. Project management skills successfully utilised in delivering infrastructure design services.
4. Skilled in the use of computer aided drafting and design packages including AutoCAD.
5. Ability to successfully self-manage work assignments to achieve goals and objectives.
6. Good interpersonal & communication skills (written & oral) together with proven ability for negotiation and conflict resolution. Ability to engage staff and stakeholders and work collaboratively. Ability to represent Council to external organisations, customers and members of the public.
7. Current NSW Class C Driver's License.

Desirable Criteria:

1. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement.
2. Experience in the construction and/or maintenance of civil infrastructure.
3. Eligible for Grade of Member of Engineers Australia.
4. Competency in a range of storm-water modelling packages such as DRAINS, MUSIC & TUFLOW.
5. Competency in Road Safety Auditing.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Program Management

1. Contribute to the achievement of "best value" investment in sustainable infrastructure by:

a. Competently planning, coordinating and undertaking:

- Investigations, surveys & project scoping,
- modelling, analysis & evaluation of options,
- stakeholder engagement,
- project planning, concept development, environmental assessments and project approvals,
- design and specification
- construction set-out & review.
- completion of 'work-as-executed' plans.

For civil works, stormwater and transport related assets.

b. Contributing to the development and review of:

- catchment management plans,
- flood & urban water management strategies
- bicycle route concept development and design.
- asset management plans,
- Local Area Traffic Management Schemes (LATM),
- active transport plans and
- Pedestrian Access & Mobility Plans (PAMP).

c. Assisting with research and implementation of new technologies and techniques to improve sustainability outcomes for municipal works and services.

2. Achieve project & program delivery goals (encompassing quality, time, cost, creativity, governance, environmental, safety, community & stakeholder expectations) through:

- reliable and effective management of assigned projects and programs,
- reliable contributions to the development, monitoring and review of the 4 year design program to deliver plans and specifications within a timeline consistent with Council's works delivery programs and preparation of annual capital works budgets.
- preparation of comprehensive project briefs and reliable estimates of cost,
- timely engagement & effective management of consultants and external service providers,
- preparation of "value for money" engineering concepts, designs and specifications.
- efficient management of the procurement, stakeholder engagement, planning, design and approval processes for projects.

3. Contribute to the successful development, acceptance and implementation of projects and programs through effective liaison, communication and engagement and developing and maintaining effective working relationships with all stakeholders both internal and external to the organisation.

4. Contribute to the provision of well managed public assets and infrastructure services through:

- a. Effective implementation of council's street lighting services minimizing long term financial and environmental impacts.
- b. Timely development and design of the public transport accessibility compliance program to meet legislative requirements and Council's annual works delivery program.

- c. Responsive management of customer requests and/or applications for infrastructure services.
 - d. Timely provision of professional/ technical advice and recommendations to both internal & external customers.
 - e. Assisting with the development and regular review of standard plans, drawings and specifications for infrastructure assets for use by council and external parties impacting council assets.
 - f. Contributing to the development and implementation, review and maintenance of systems and procedures which model industry best practice.
5. Assist in Council's risk minimization by:
- a. the competent preparation and review of infrastructure designs and specifications.
 - b. Investigating, preparing and actioning technical reports concerning infrastructure, service levels and relevant public liability claims.
 - c. Timely review of proposed routes for oversize vehicle applications.
 - d. Committing to and implementing Council's Safety and Environmental principles and practices.
 - e. Contributing to the timely review and comprehensive conditioning of major utility projects impacting council assets.
 - f. Programming, prioritizing and executing services fully aware of, and sensitive to, the various social, environmental, political and public perception factors inherent in the local government system.
 - g. Ensuring strong technical skills and competencies are developed, adopted and practiced at all times.
 - h. Participating in continuing professional development opportunities.

Financial Management

6. Contribute to maximising Council's access to and use of grant funds for stormwater and transport initiatives by:
- a. identifying sources and preparing sound grant submissions and applications,
 - b. administration and delivery of grant funded projects within grant guidelines, timeframes and agency expectations.

Service Management

7. Evaluate and monitor performance, culture and project outcomes to ensure services provided are meeting standards, expectations and commitments.
8. Ensure that the Coordinator is informed of any issue which may affect staff, the community and/or service delivery.
9. Contribute to the development of "best practice" policies and infrastructure solutions through:
- a. Research and analysis to identify areas of deficiency, industry best practice and cost effective solutions.
 - b. Consideration of political sensitivities, lifecycle costs, safety, amenity, environment, accessibility, community expectations and other risk management issues.
 - c. Understanding and consideration of sustainability issues.
 - d. Assisting with the timely review of Council design codes, specifications and relevant policies to maintain currency and relevance to Council objectives and community expectations.
 - e. Effective representation on relevant council & external committees and working groups.
10. Contribute to the planning, policy development and effective operation of the Section by:

- a. Providing timely and accurate management reports, presentations and information.
 - b. Relieving in the position of Coordinator as required.
 - c. Undertaking other tasks and duties as required consistent with the principal objectives and responsibilities of the position.
 - d. Model respectful behaviours including respect for cultural diversity and work together to generate creative and innovative ideas.
 - e. Participating in the regular review of policies, procedures and service levels to maintain currency and relevance to Council objectives and community expectations.
11. Promote the image of Council and the Service Unit as being a professional, committed, customer focused organisation by providing a high level of communication, consultation and quality service delivery to the Unit's clients.

Emergency Management

12. Provide support to the Local Emergency Management functions undertaken by Council.
13. Provide resources and assistance in support of emergency response operations.

KEY RELATIONSHIPS:

Internal: Manager Capital Programs
Coordinator Design Services
Roads & Stormwater Group
Operational & professional staff across Council.

External: State Government Departments & Agencies
Contractors & external service providers
Residents, businesses & ratepayers
Members of the public

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices.

These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Civil Engineer – Investigation & Design** as detailed in this document.

Signature:

Date: / /