

### POSITION INFORMATION

<b>Directorate</b>	Infrastructure Delivery		
<b>Reports To</b>	Design Services Manager		
<b>Classification</b>	Temporary Full-Time / Contract	<b>Hours Per Week</b>	35
<b>Position Number</b>			
<b>Grade</b>	Grade 4 in Council's salary system		
<b>Location</b>	Narrabri Shire		
<b>Award</b>	Local Government (State) Award		

### POSITION OBJECTIVE

Assist the Design Services Manager to achieve capital works and service provision objectives by providing technical advice and design expertise on survey, and drafting works for various infrastructure projects (including roads, potable water, sewerage and stormwater drainage infrastructure). Assist in the maintenance of Council's Asset Registers and Management Systems.

The Engineer also fulfils the primary role of assisting Project Managers and Infrastructure Delivery staff by providing the appropriate information, advice and support services on all civil engineering matters as required.

### KEY RESPONSIBILITIES

- Provide technical assistance and support to the Design Services Manager with all aspects of infrastructure planning and civil design.
- Provide Project Management support to the Infrastructure Delivery Directorate for various civil projects (including road works, sewerage, water and stormwater infrastructure).
- Assist in undertaking engineering assessment of engineering plans for compliance with Council design and construction specifications.
- Utilise computer-aided design and drafting software packages (CAD) to produce detailed design plans for proposed works as directed.
- Plan and undertake detailed survey and set out works for design projects within Council's construction and maintenance programs (including road works, sewerage, water and stormwater infrastructure).
- Undertake traffic investigations on roads within the shire in order to provide current information of traffic flow and determine actions as required.
- Undertake hydraulic assessment of water and wastewater systems for short and long term demand management.
- Provide accurate schedules of quantities and construction estimates for proposed works as directed to assist the Design Services Manager with budgeting requirements.
- Undertake investigation into engineering matters to determine compliance with Australian Standards.
- Liaise with relevant utility authorities in relation to the design and proposed works to ensure best possible solutions where services may conflict.
- Maintain survey equipment and associated software to ensure long-term reliability and accurate and continuous work outcomes.

- Maintain Council's Technical Reference Library and Plan Registration Database and Storage System to ensure efficient retrieval of information when required for existing and future requirements.
- Any other duties as directed within the context of the position.

#### **GENERAL**

- Comply with Council's Corporate Values, policies and procedures.
- Resolution of issues, as appropriate, through positive action, redirecting to appropriate staff as required, and escalation of potentially serious matters to the Design Services Manager for assistance.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

#### **NOTE:**

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

#### **REPORTING RELATIONSHIPS**

Direct Reports: Nil

Indirect Reports: Nil

#### **COMPLIANCE TRAINING AND LICENCE REQUIREMENTS**

This position needs to be able to attain and uphold the following licences/accreditations:

- NSW Class C Driver Licence (manual).
- Work Health and Safety General Construction Induction Card (White Card)

#### **AUTHORITY & DELEGATIONS**

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

#### **SELECTION CRITERIA**

##### **Essential**

- Qualifications in Civil Engineering.
- Demonstrated knowledge of relevant Australian Standards and other Civil Engineering standards and specifications.
- A high level of computing, literacy and numeracy skills and an attention to detail.
- Demonstrated ability to manage work priorities, work independently, meet deadlines and take a constructive approach as a member of a team in an ever-changing environment.
- Sound understanding of Workplace Health and Safety, and Risk Management Principles.
- Excellent oral and written communications skill with a demonstrated ability to communicate effectively with a wide range of stakeholders.
- Current Class C driver licence (manual).

**Desirable**

- Experience with civil design including surveying, drafting, project coordination and contract administration.
- Experience using Geographic Information System (GIS) Software, Computer-Aided Design (CAD) and Global Positioning System (GPS) equipment and familiarity with surveying equipment (eg Total Station) and techniques.
- Broad knowledge of Local Government and Local Government experience.
- Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.

**DOCUMENT REVIEW DATE: FEBRUARY 2018**

**VERSION: NEW**

I hereby agree that this role statement accurately reflects work requirements.

**AUTHORISATION**

HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_