



POSITION DESCRIPTION

POSITION: Senior Engineering Designer	REPORTS TO: Team Leader Survey and Design
DIRECTORATE: Sustainable Infrastructure	GROUP: Strategic Asset Management
SECTION: Survey & Design	GRADE: 25 DATE: 20/03/2017
POSITION NUMBER : 974	Hours: 35 (Full Time, Indoor) Nature: Permanent

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ CUSTOMER CENTRIC Our customers are at the heart of everything we do
- ✓ ACCOUNTABILITY We are transparent and responsible in all that we do
- ✓ INNOVATION We deliver excellence in our services through innovation
- ✓ COLLABORATION We work together to seek solutions both internally and externally
- ✓ EMPOWERMENT We support our people and provide them the scope to deliver outcomes

POSITION OBJECTIVES

- To provide support to the leadership team of Coffs Harbour City Council for the establishment of a high performance organisation through the development of its people and processes.
- Deliver drawings, specifications and technical information to meet work schedules and project requirements.
- Deliver 30% of all drawings, specifications and technical information well ahead of the programmed construction schedule with a better than 95% delivery of all capital works project designs being supplied for construction on time and on or under budget.
- Preparation of high quality, timely construction drawings, estimates and specifications for civil works. Participate in preplanning, determination of objectives, scope definition and value Engineering' phases of projects. Ensure compliance with current engineering standards and guidelines.
- Demonstrate a commitment to Councils core values, comply with the Code of Conduct and promote the image of Council as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

1. Demonstrating safe work place practices and behaviours and encouraging others to do the same
2. Reporting all incidents, near misses and hazards in accordance with Council's processes
3. Taking reasonable care for own health and safety and the health and safety of others in the workplace
4. Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices
5. Compliance at all times with statutory and regulatory requirements and Australian Standards

Customer Service

Promote a positive and professional image of Council through;

1. Creating and maintaining good relationships with the Community and our stakeholder customers
2. Taking the time to understand the needs of customers and their expectations
3. Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients
4. Following up on both positive and negative feedback received
5. Considering customer service in all aspects of their duties
6. Continuously looking for ways to improve the level of customer service you deliver

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

1. Informing - Giving information to the community where instructed
2. Consulting - Obtaining community feedback when requested
3. Involvement - Engaging directly with the community as directed
4. Partnership - Partnering with the community to create solutions
5. Enabling - Placing final decision making in the hands of the community and Council management

Learning & Development (L & D)

Support Coffs Harbour City Council as a high performance organisation by:

1. Participating in strategic learning and development initiatives
2. Undertake and participate in L & D initiatives that directly enhance and/or improve individual performance and contribute to Council's effectiveness
3. Take individual responsibility for own learning and engage in professional development.
4. Participate in learning and development activities in accordance with Council's Training plan

5. Work collaboratively with the other staff to identify training needs and appropriate solutions

Sustainability

1. To consider the interconnections between economy, society and environment and whether decisions or actions will have a negative impact on the environment, financially or the community, either now or in the future.
2. To apply appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

Support the organisational Transformation to Sustainability program by:

1. Supporting staff and the leadership team in the implementation of new and improved business processes
2. Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state
3. Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
4. Provide valued team contribution by application of best practice skills and expertise in all facets of the project work

KEY RESPONSIBILITIES

Design Investigation

- Consolidation of project data, including consideration of options and constraints. Undertake preliminary investigations which may include a number of concept designs and estimates to ensure the clients requirements are met. Liaise with the Co-ordinator Survey with respect to the detail and scope required for the project survey. Consult with relevant authorities with respect to services and apply risk management and value engineering principles to the design.
- Undertake conceptual engineering designs for Council projects. Undertake detailed analysis of the nominated project options and recommend a preferred solution that will move the project forward as required by Council.

Engineering Design

- Technical Standards - ensure that designs undertaken meet or exceed appropriate technical standards by specifying standards applicable to projects and being conversant with the requirements of current technical standards and their application.

- Value Engineering - ensure that designs eliminate unnecessary costs while preserving functional requirements by determining appropriate standards of project quality, implementing project review processes and incorporating appropriate innovation.
- Community Input - ensure that designs reflect community aspirations and expectations by complying with applicable Council policies; statutory requirements and State Government guidelines, seeking community input during the design process and incorporating agreed community requirements.
- Environmental and Cultural Impact - ensure that works are designed to minimise adverse environmental and cultural impact by being conversant with environmental and cultural constraints, incorporating design measures to mitigate adverse impacts and by progressively improving the review and assessment processes for design.
- Constructability – to ensure the proposed designs are documented in such a way that all constructability issues have been fully considered and resolved. To ensure that the design does not present any unacceptable risk to the Constructors and/or the Public.
- Undertake conceptual, preliminary and detailed engineering designs for Council projects. Undertake detailed analysis of the nominated project and recommend a preferred solution that will move the project forward as required by Council.
- Provide engineering expertise and knowledge in the design of municipal infrastructure – particularly in regard to roads, sewer, water and transport management.
- Apply risk management and value engineering principals, consideration of construction difficulty, the financial, social and environmental constraints of the project and the overall maintenance and operational issues to ensure designs meet customer requirements and expectations.
- Constructability – the position holder is to assess the overall constructability of the proposed design and ensure that any identified issues are fully resolved with the Coordinator Engineering Design prior to issue of the drawings – this will include the safety of the Constructors and the Public.

Stormwater Drainage

- The position holder is to support the Team Leader Project Planning to undertake hydrologic and/or hydraulic assessments of the project engineering designs as required.

Traffic and Transport

- The position holder is required to liaise with the Coordinator Engineering Design to identify any transport demands that may be required in the course of developing a project design. These demands may include facilities for cyclists and pedestrians as well as typical vehicular demands.

Safety in Design

- Ensure that the principles of Safety in Design are fully met beginning at the conceptual or planning phase with an emphasis on making choices about design materials being used and the methods of construction being employed - to enhance the safety of the finished product over the full life cycle of the project.
- Any person who influences a design or project outcome may have personal liabilities under the NSW OHS Act 2000 irrespective of tenure of employment.

Job Management

- Ensure design and project documentation for all works are produced on time, to budget and quality standards. Identify the need for additional resources where necessitated for identified workloads and refer to the Co-ordinator Design for approval.
- Ensure project risks and costs are effectively minimised for assigned projects and negotiate with appropriate stakeholders on the priority and severity of the risks.
- Define quality processes which are critical to the project quality and ensure that those processes are actioned adequately documented, communicated to project staff, and monitored.

Risk

- The position holder is expected to manage risks through strategies such as identifying actual or potential risks, assessing their likelihood and consequences and planning and implementing action to treat or control the risks.
- The position holder is required to immediately advise the Section Leader Project Planning & Design of any risks or issues that may directly or indirectly impact on Council or any of its intended projects or programs.

Quality and Design Verification

The position holder is required to fully comply with the following:

- ***Quality***
 - Quality Manual - provide input to the Design Section Quality Manual by assisting the Coordinator Engineering Design to prepare and review relevant sections of the Manual.
 - Procedures – in association with the Coordinator Engineering Design; develop and review procedures for quality management in design by determining activities that are critical to quality control in design, involving staff who undertake those activities in establishing standard procedures, monitoring compliance and revising procedures to suit operating conditions.

- Task Instructions - provide guidance and support to the Survey and Design Section staff in developing task/job instructions in their areas of responsibility.
- Quality Records - ensure that adequate records are maintained for quality management purposes by developing standard record formats, establishing and maintaining a record filing system and regular audits for the system.
- **Design Verification**
 - The position holder is to ensure that no design drawings, documents or sketches are to be issued for discussion or reference outside the Project Planning & Design Section or assigned delegate without prior approval from the Section Leader (Project Planning & Design).
 - The position holder is to ensure that no design drawings, documents or sketches are to be issued for construction without verification and signature of the Section Leader (Project Planning & Design) or assigned delegate.

Civil Liability Allowance

This position has been deemed to be applicable in relation to the awarding of the Civil Liability Allowance of 3.5% in accordance with the consent variation of 15 December 2006, to the Local Government (State) Award, which arose out of changes to the Civil Liability Act 2002, related to being directly involved in applying engineering principles to the asset management of Council's assets including planning for, designing, maintaining, replacing, rehabilitation or disposing of assets, which may give rise to liability under the Civil Liability Act 2002.

KEY RELATIONSHIPS

- Section Leader Project Planning & Design
- Team Leader Transport & Technical Services
- Coordinator Engineering Design
- Other Operational and Council Sections
- CHCC Leadership team

COMPETENCIES

Qualifications, Knowledge and Experience:

- Associate degree in Civil Engineering or equivalent qualification.
- Minimum ten (10) years' relevant project work experience (civil and municipal works design, costing, management or construction)
- Extensive experience and proficiency in computer aided design, drafting and modelling software.

- Demonstrated high level interpersonal, oral and written communication skills.
- Demonstrated experience in staff supervision.
- Current Class C Drivers Licence
- Competent report writing skills

Personal Competencies:

Workplace behaviour will align with Council’s core values. Value driven behaviours (specific to Sustainable Infrastructure) include:

CUSTOMER CENTRIC

- Drive for improvement in public services
- Responsive to expectations
- Informative
- Listening
- Courteous and friendly
- Timely delivery

ACCOUNTABILITY

- Self-awareness
- Personal integrity and honesty
- Takes responsibility
- Outcome focused
- Motivated
- Lawful
- Professional

INNOVATION

- Results driven
- Intellectual flexibility
- Accepting of new ideas
- Embraces change
- Suggests and tries new methods
- Broad thinking

COLLABORATION

- Collaborative working
- Inclusive
- Teamwork
- Open minded, sharing information and knowledge
- Giving and taking feedback

EMPOWERMENT

- Mentors and coaches
- Delegates and follows up
- Acknowledges and praises good work
- Develops and trains team
- Communicate to our teams to enhance corporate knowledge

Accepted.....
 (Signature).....(Name).....(Date)

Position Demands Analysis
Senior Engineering Designer

EXPOSURE RATING TABLING			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PLEASE NUMBER EACH BOX

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	1	Balancing	1
Very Heavy work lifting >45.5kg	0	Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	0	Colour vision	2
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	0
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	2	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	2	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	0
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	1	Vibration	0	Shift work	0
Working alone	1	Working at heights	1	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 deg	1	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 deg	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0		