



JOB DESCRIPTION

POSITION NAME: Senior Civil Design Engineer
DIVISION: Project Delivery **BRANCH:** Civil Design
SUPERVISOR'S TITLE: Senior Design Engineer – Civil

FUNCTION & PURPOSE

The position is responsible for preparation and supervision of civil engineering designs and investigations across a broad range of infrastructure projects. It will include external contract management, management of internal design projects and preparation of contract documentation for design projects.

PRINCIPAL DUTIES & RESPONSIBILITIES

- 1 Scope, investigate, define and prepare project plans for designs and investigations.
- 2 Prepare comprehensive consultant briefs for designs and investigations.
- 3 Engage and manage multi-disciplinary consultant teams to achieve design objectives within budget expectations.
- 4 Management of the preparation of civil design plans, specifications and estimates for a range of civil design projects.
- 5 Monitor project plans to ensure objectives are being satisfied and provide timely advice to the Manager on any anticipated delays affecting project commitments.
- 6 Review all design documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for construction and in accordance with all relevant standards and legislation and complies with all the requirements of the Design Division's Quality Management System (QMS).
- 7 Undertake technical investigations and prepare reports on a range of civil design projects.
- 8 Investigate, document and prepare applications for statutory approvals.
- 9 Research, prepare and implement effective policies in areas relevant to the Design Division.
- 10 Effectively liaise with Public Utilities and other Authorities, user groups and Council staff regarding engineering matters.
- 11 Undertake inspections of construction works to confirm compliance with design documentation.
- 12 Provide assistance to other Engineering design staff as required to achieve within the team a sense of harmony, effective team work, highly motivated staff and a strong customer focus.
- 13 Supervise, coordinate and mentor where appropriate, internal design staff.
- 14 Undertake post construction reviews and recommend areas of improvement.
- 15 Ensure speedy and courteous responses to all enquiries, correspondence from Councillors, the general public, other Divisions and Authorities dealing with Council.
- 16 Maintain knowledge of policies, current best practice and challenges in Civil Engineering Design.
- 17 Contribute to the long-term planning and strategies relating to the engineering projects and programs within the Design Division.
- 18 Promote the image of the Council and the Division as being efficient, effective and customer focussed and its officers as being technically competent.
- 19 Participate and contribute to team based activities that may include:
 - Project Planning
 - Support
 - Brainstorming

- Scheduling
 - Quality Improvement Projects
 - Customer satisfaction monitoring
 - Product evaluation and selection
 - Policy Review
- 20 Ensure all the requirements of the Design Division's QMS are followed.
- 21 Implement and comply with Occupational Health, Safety and Injury Management Program within their work area.

WHS Responsibilities

22. Follow WHS policies and procedures and not, intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare under WHS legislation;
23. Identify, and report hazards and any unsafe acts;
24. Apply WHS policies and procedures to self and others to take reasonable care for the health and safety of people who are at the employee's place of work who may be affected by the employees acts or omissions at work;
25. Complete required WH&S documentation relevant to the work activity performed at council;
26. Co-operate with employer to enable compliance with any reasonable request relating to WHS;
27. Participate in the consultative process on WHS matters;
28. Participate in risk assessments activities relating to the work activity performed at council;
29. Take notice of information and participate with WHS training provided.

WORKING RELATIONSHIPS

INTERNAL

Divisional Managers
Council Staff
Group Managers
Executive Management
Middle Management
Council Committees
Councillors

EXTERNAL

Other Local Governments
Residents and Property Owners
Engineering Consultants
Developers
Statutory Authorities
Community Groups

PERSON SPECIFICATION

- 1 Bachelor degree in Civil Engineering
- 2 Demonstrated experience in Civil engineering design and construction with a strong emphasis in the design of civil infrastructure.
- 3 Demonstrated project management experience coordinating consultants to deliver multiple projects that meet strict deadlines, budgets and deliver identified outcomes.
- 4 Experience in applying relevant legislative, statutory and industry standards in relation to civil engineering design.
- 5 Demonstrated experience investigating, analysing and resolving difficult design problems.
- 6 Demonstrated experience applying Risk Management and Workplace Health and Safety principles and policies to civil design projects and the workplace.
- 7 Ability to work independently with minimum supervision on a diverse range of design projects.
- 8 Demonstrated ability to effectively plan the use of resources to meet the requirements of the organisation.
- 9 Demonstrated ability to manage a number of conflicting priorities simultaneously.
- 10 Understanding of the principles of Equal Employment Opportunity and how these apply to the work environment.
- 11 High level written, interpersonal and negotiation skills with the ability to relate to a diverse range of stakeholders.
- 12 Demonstrated ability to present accurate, concise and timely reports on relevant matters.

PREPARED BY:

POSITION:

SIGNATURE:

EMPLOYEE'S SIGNATURE:

MANAGER'S SIGNATURE:

APPROVAL DATE: / /

REVIEW DATE: / /