

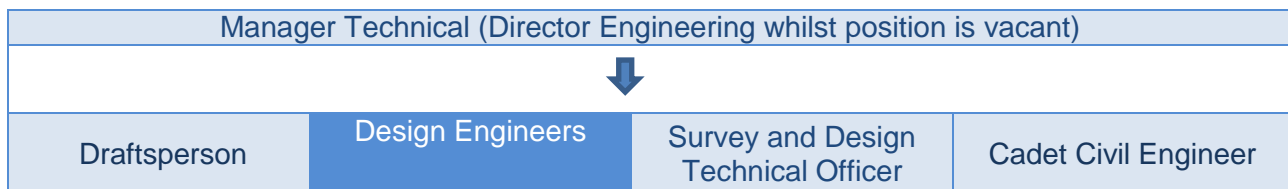
Position Description

Position Title	Design Engineer
Position Code	ENG035
Department	Engineering
Division	Technical
Reports To	Manager Technical
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 2
Position Status	Full time
Allowances	3.5% Civil Liabilities Allowance (Dependent upon qualifications and experience)

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide documentation and drawings, investigation, surveying, drafting and design services to meet relevant codes, guidelines and practices and achieve cost effective and timely service to Council, clients and customers.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Survey, design and design management</i>	<i>90%</i>
<i>Administration, mentoring and innovation in survey and design</i>	<i>10%</i>

POSITION RESPONSIBILITIES

Survey and Design

- Provide survey and engineering input into design and documentation for Council's Capital Works Program, including; preparing design concept reports and cost estimates, undertaking designs and providing guidance to consultants providing design services;
- Provide engineering advice and input to improve engineering procedures, works practices, policies, specifications and design standards on a continuing basis to achieve or exceed Forbes Shire Council's Strategic Goals;
- Assess road infrastructure for National Heavy Vehicle Access permits on behalf of Council in accordance with the Heavy Vehicle National Law;
- Provide designs to required standards to achieve cost effective outcomes for road, stormwater drainage, water, waste water and other associated works as required;
- Attend and actively participate in design project meetings and 'Safety in Design' workshops as required;
- Liaise with and coordinate with external design consultants, Council departments, internal staff and indirect reports;
- Undertake survey including construction set-out and survey assistance throughout construction;
- Undertake Drone Survey and Design operations;
- Responsibility for ensuring all flight equipment is maintained and compliant ensuring safety and accuracy of data;
- Provide computer aided drafting to efficiently complete drawings;
- Provide and maintain an efficient plan registration database and storage system for all designs, plans, works as executed, details and other design records;
- Initiate and prepare conceptual designs for forward estimates around designated projects;
- Assist with the engagement and management of professional services including the writing of design briefs, assessment of submissions, preparation of scope of works, design estimates, engagement and the management of consultants to provide investigation and design services for various Council projects;
- Keep up to date and abreast with the latest in technology and information as it relates to civil engineering;
- Demonstrate commitment to identifying and following Forbes Shire Council's values, policies and procedures.
- Contribute to the development, documentation and implementation of survey, design and drafting procedures and standards;

- Assist with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of project service delivery;
- Liaise with Manager Technical and IT department on licencing and software requirements.

Collaboration

- Work co-operatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Contribute to the strategic planning of Council's infrastructure, developing design solutions including:
 - The planning, engineering survey, design, set out of design, construction support services, as constructed plans for projects and lessons learned;
- Liaise with other Government agencies, public utilities, other authorities, Council departments and officers regarding design issues.

Document and Drawing Review

- Review and verification of design models and drawings;
- Prepare reports, reply to correspondence and other administrative matters, as required;
- Lead or participate in safety in design workshops;
- Attend and actively participate in design project meetings as required;
- Prepare and maintain a lesson learned log and communicate with the Engineering Team.





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Technical	Direct report
Technical Team	Advice, support and guidance
Engineering Team	Technical advice and support re design and survey work
Council Staff	Advice, support and guidance
External	
Community Members	Information and guidance

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Advanced
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Adept

PERSON SPECIFICATION

Essential

- Bachelor Degree qualification in Civil Engineering;
- Class C (Standard) Drivers Licence;
- Remote Pilot Licence (or ability to obtain);

Experience

- Proven knowledge and experience of engineering design and construction standards for local government infrastructure;
- Demonstrated minimum of 3 years' experience in Civil Engineering Design;
- Demonstrated knowledge of engineering principles in undertaking the investigation, planning, engineering survey, design, set-out, construction and support services, as constructed plans and lessons learned, documentation and estimating a broad range of civil engineering projects;
- Proven knowledge and experience of engineering design and construction standards for Local Government infrastructure;
- Proven knowledge of current design standards and guidelines for civil construction;
- Well-developed planning, organisational and project management skills;
- Demonstrated ability to utilise computer aided design and drafting software.

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Man-down device for field work.

Access to Software and equipment

- Vehicle for survey and inspections;
- Survey Equipment – Topcon GPS, Total Station, Drone;
- Design Software:
 - Civil 3D (Civil Site Design);
 - Stringer;
 - AutoTurn (vehicle tracking software).
- Survey Software:
 - Drone Software (Agisoft Photogrammetry);
 - Drone Controller Tablet: AV_CRM (risk based software) and drone flight apps;
 - Virtual surveyor.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No