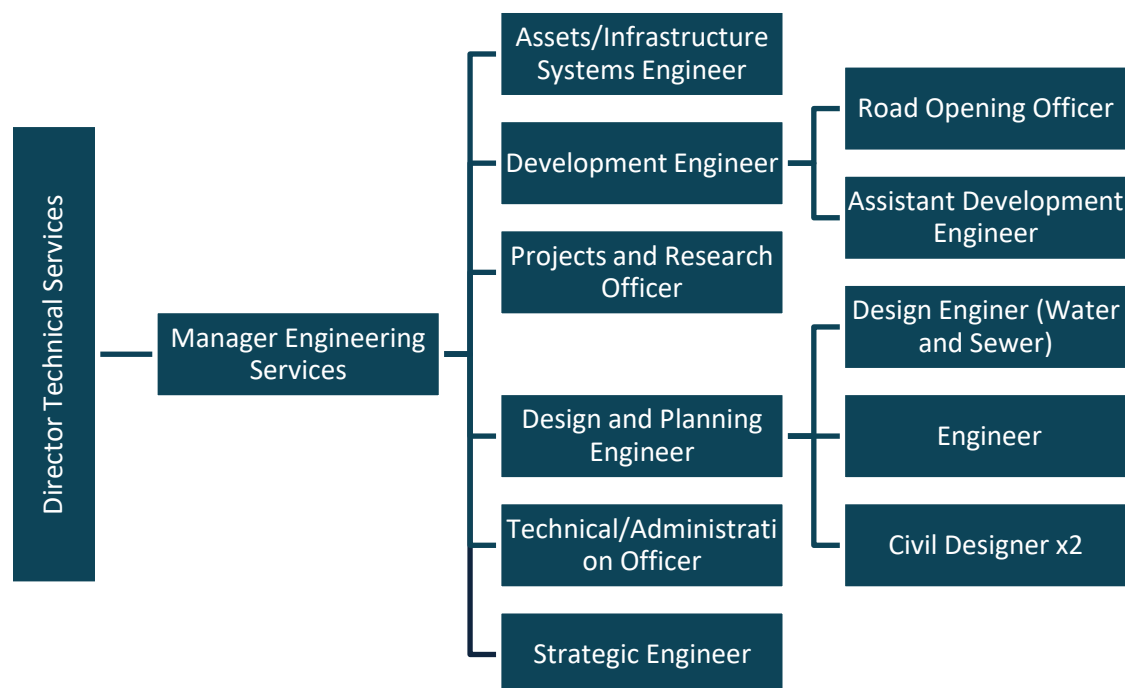


Position Title:	Civil Designer
Position Number:	5152, 5172
Division:	Technical Services
Section:	Engineering Services
Grade:	10
Delegations:	As allocated in the Delegations Register
Position FTE Hour	35

Primary Purpose of Position

- To deliver engineering designs in accordance with the Orange City Council Development and Subdivision Code, Australian Standards, Austroads Guidelines and Transport for NSW Supplements requirements
- To assist in infrastructure planning and design services within the Technical Services Division of Council in close collaboration with other members of Engineering Services

Sectional Structure



Selection Criteria

Qualifications/Licences

- Tertiary qualifications in Civil Engineering or similar field
- Current class C Driver's License
- General Construction Induction (White Card) or ability to acquire

Skills and Experience

- Demonstrated experience in a similar role in the preparation of engineering design plans using computer aided design methods
- Detailed engineering and design knowledge of relevant legislation, codes and standards
- Well-developed computer literacy skills in the use of a variety of computer software packages including design and drafting applications
- Understanding of management systems for Quality, Work Health and Safety and Environmental Compliance as related to public works engineering
- Understanding of financial management associated with public works engineering
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Prepare civil engineering designs across a broad range of infrastructure projects in accordance with requirements of:
 - Orange City Council Development and Subdivision Code, Australian Standards, Austroads Guidelines, Transport for NSW Supplements, and other relevant design standards
 - Quality Management System
 - Infrastructure planning, design and construction
 - Workplace Health & Safety compliance
 - Environmental Compliance
 - And to ensure best possible utility of assets created by and for our stakeholders
- Prepare accurate estimates of costs and project documentation using schedules of rates, bills of quantities and apply gained knowledge of identified issues that may impact on cost estimates
- Liaise with external stakeholders and authorities to obtain information in assisting with the completion of project designs as well as internal stakeholders
- Undertake site inspections associated with design responsibilities
- Review external designs
- Assist with risk assessments of engineering designs
- Technically assist with the project management of civil works
- Draft design reports
- Manage on-site service locations and geotechnical investigations

- Assist in the investigation of the long term infrastructure requirements for Council in collaboration with Engineering Services staff and other areas of Council.
- Provide advice on council policy to consultants and general public including, but not limited to:
 - Infrastructure design and future works
 - Development
 - Engineering issues
 - Flooding / stormwater investigations
- Assist to develop annual program for delivery of design services, report monthly on progress including impacts of variances on program
- Provide detailed flood analysis using flooding software
- Provide flood advice to Development staff for S149 certificates
- Create and maintain standard drawing suites
- Input of subdivision data into Councils GIS
- Provide mentoring and guidance as required to the Trainee Drafting Officer
- Prepare design briefs, calls quotations and manage design consultancies as required
- Promote and demonstrate that Council's Engineering Services Section is competent, responsive and proactive, providing excellent customer
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance •
Relationships	Team Work - Coaches "Shares it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters

Relationships	Influence and Negotiate - Coaches "Shares it" <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i> - Builds a network of work contacts/relationships inside and outside the organisation - Approaches negotiations in the spirit of maintaining and strengthening relationships - Negotiates from an informed and credible position - Influences others with a fair and considered approach and sound arguments - Encourages others to share and debate ideas
Results	Deliver Results - Coaches "Shares it" <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> - Takes responsibility for the quality and timeliness of the team's work products - Ensures team understands goals and expectations - Shares the broader context for projects and tasks with the team - Identifies resource needs, including team, budget, information and tools - Allocates responsibilities and resources appropriately - Gives team members appropriate flexibility to decide how to get the job done
	Create and Innovate - Coaches "Shares it" <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i> - Produces new ideas, approaches or insights - Analyses successes and failures in the organisation for insights to inform improvement - Identifies ways in which industry developments and trends impact on own business area - Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation - Identifies, shares and encourages suggestions for organisational improvement - Experiments to develop innovative solutions
Technical	Information and Technology - Coaches "Shares it" <i>Use technology and information to maximise efficiency and effectiveness.</i> - Selects appropriate technologies for projects and tasks - Identifies ways to leverage the value of technology to achieve outcomes - Ensures team understands their obligations to use technology appropriately - Ensures team understands obligations to comply with records, information and knowledge management requirements

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and

encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee	
Date Signed	