

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Civil Engineering Designer **DATE AUTHORISED:**

POSITION NO.: 7363, 7364, 7365, 7366, 7367, 7370 01/07/2005

BRANCH: Road Infrastructure Delivery

DIRECTORATE: Road and Water Infrastructure

AWARD STREAM: Queensland Local Government Industry **DATE REVIEWED:**
(Stream A) Award – State 2017

LEVEL: 3, 4 or 5 21/09/2017

BROADBAND CRITERIA:

Level 4
Progression from Level 3 to Level 4 is based on 12 months competent performance at Level 3.4 and demonstrated capacity to perform the functions required at level 4

Level 5
Progression from Level 4 to Level 5 is based on natural progression to Level 4.4, competent performance of all of the functions of the position and demonstrated capacity to perform the functions required at level 5.

POSITION OBJECTIVE:

The efficient and effective forward planning and programming for Council's Civil Engineering Works.

ORGANISATIONAL ENVIRONMENT:

Logan City Council's vision is to deliver an innovative, dynamic city of the future – one that offers social, environmental and economic health now and for future generations.

WHAT WE VALUE:

As an organisation, we value

Community First

We work together to know our customers' needs so we deliver what matters and what makes a difference. We make decisions with empathy and recognise that our community's needs are at the core of every decision we make now and into the future.

Our People

We respect, care about, support and develop our people. We promote a safe workplace where people can explore opportunities, enjoy themselves and achieve high levels of personal job satisfaction.

Excellence

We create an environment where people are clear about expectations and accountable for achieving excellent outcomes. We foster enquiry, innovation and creativity with a focus on continuous improvement.

Leadership

We encourage leadership aligned to our values at all levels of our organisation. We work together to best use our skills and knowledge to pursue challenges and to deliver excellent services to our customers and our community.

Integrity

We are honest and open by saying what we believe, doing what we say and giving permission for others to do the same. We take responsibility, individually and as a team, for all that we do.

POSITION TITLE: - CIVIL ENGINEERING DESIGNER

ORGANISATIONAL RELATIONSHIPS:

Reports to: Senior Technical Services Officer / Design Supervisor
Internal Liaison: The Mayor and Councillors, CEO, Directors, Managers, Line Supervisors and operational staff
External Liaison: Members of the public, community organisations, business, government and statutory authorities

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Where there may be a conflict of interest with Council activities or there may be a detrimental affect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Work Health and Safety Act 2011 and LCC Corporate Health and Safety Directive HSP390 Obligations and Responsibilities which include a commitment to safe work practices instructions and rules and using appropriate protective clothing and equipment.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems by adhering to Record keeping policies and procedures.

POSITION-SPECIFIC KEY RESPONSIBILITIES:

Civil Engineering Designer - Level 3:

Design, plan preparation and cost estimating for roadworks, drainage, bikeways, water supply and sewerage extensions, parks, sporting ovals and other engineering projects undertaken by Council.

Assist in the preparation of conceptual and development plans for planning requirements for proposed developments in the City.

Ensure implementation of relevant procedures as required under council's quality assurance procedures
Assist in design project management to deliver timely and quality infra-structure planning and design outcomes.

Attend to telephone and counter enquiries with regards to engineering matters.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

Civil Engineering Designer - Level 4:

Design, plan preparation and cost estimating for engineering projects for Council's roadwork's and stormwater drainage Construction Programme.

Design, plan preparation and cost estimating for minor water supply and sewerage extensions, parks, sporting ovals and other minor engineering projects undertaken by Council.

Preparation of conceptual and development plans for planning requirements for proposed developments in the City.

Quality checking of engineering plans and documents.

Supervision of staff within Design Teams to ensure efficient operation within Council's Road Infrastructure Delivery Branch.

Assist in the training of personnel in relation to the operation of the CAD system.

Ensure implementation of relevant procedures as required under council's quality assurance procedures

POSITION TITLE: - CIVIL ENGINEERING DESIGNER

Assist in design project management to deliver timely and quality infrastructure planning and design outcomes.

Communicate technical advice and relate assistance to subordinate officers as requested.

Attend to telephone and counter enquiries with regards to engineering matters.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

Civil Engineering Designer - Level 5:

Design, plan preparation and cost estimating for all engineering projects for Council's roadworks and stormwater drainage Construction Programme.

Design, plan preparation and cost estimating for all water supply and sewerage extensions, parks, sporting ovals and other minor engineering projects undertaken by Council.

Provide advice in civil design, review civil designers/ external consultants work, oversee plan production and cost estimating for Council's civil Infrastructure projects.

Preparation of conceptual and development plans for planning requirements for proposed developments in the City.

Supervision of staff within Design Teams to ensure efficient operation within Council's Road Infrastructure Delivery Branch.

Provide advice and ensure implementation of relevant procedures as required under Council's Quality Assurance procedures.

Customisation of CAD systems and undertake training of personnel in relation to the operation of the CAD systems.

Communicate technical advice and provide assistance to subordinate officers as requested.

Assist in design project management to deliver timely and quality infrastructure planning and design outcomes.

Attend to telephone and counter enquiries with regards to engineering matters.

Quality checking of all engineering plans and documents

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: Nil

DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

As detailed in Councils Delegation of Authority Register

EXTENT OF AUTHORITY:

The officer is to exercise autonomy in the planning of civil projects with limited direction.

SELECTION CRITERIA:

Civil Engineering Designer - Level 3:

1. Possession of an Associate Diploma in Civil Engineering or equivalent.
2. Experience in the design, plan preparation and documentation for Civil Engineering Works with working knowledge of relevant statutory requirements.
3. Well developed skills in computing including competence in the operation of CAD systems, with particular reference to AutoCAD and 12D, or similar systems.
4. Demonstrated time management skills, attention to detail and the ability to work with general supervision

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5. Possess ability to communicate and deal with people at all levels and to make prompt reliable decisions within bounds of allocated responsibilities.
6. Be self-motivated and demonstrate ability to deal with other officers with tact, understanding and encouragement in performance of duties.

Civil Engineering Designer - Level 4:

1. Extensive experience in the design and drafting of Civil Engineering Works with sound knowledge of statutory requirements relevant to road design
2. Associate Diploma in Civil Engineering or equivalent.
3. Possess a high degree of expertise in the use of Autocad Drafting and 12D Road Design Software, in order to carry out civil engineering design.
4. Demonstrated time management skills, attention to detail and the ability to work under general supervision.
5. Possess ability to communicate and deal with people at all levels and to make prompt reliable decisions within bounds of allocated responsibilities.
6. Be self-motivated and demonstrate ability to deal with other officers with tact, understanding and encouragement in performance of duties.

Civil Engineering Designer - Level 5:

1. Associate Diploma in Civil Engineering or equivalent together with extensive design experience.
2. Demonstrated substantial experience in Engineering Design and Drafting principles with substantial knowledge of statutory requirements relevant to road design.
3. Demonstrated high degree of expertise in the use of Autocad Drafting and 12D Road Design Software, in order to carry out civil engineering design
4. Demonstrated time management skills, attention to detail and the ability to work under general direction.
5. Possess ability to communicate and deal with people at all levels to provide advice on complex civil engineering design or planning matters and to make prompt reliable decisions within bounds of allocated responsibilities.
6. Be self-motivated and demonstrate ability to deal with other officers with tact, understanding and encouragement in performance of duties.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Logan City's organisation may be developed or restructure. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.