



Position Description
Technical Drafter
Water Infrastructure
Road & Water Infrastructure

ABOUT COUNCIL

Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We're the eighth largest local government in Australia, providing community services and facilities to almost 319,000 residents representing over 218 different cultures. We currently have about 1,700 employees who serve the City of Logan community by successfully delivering a large and diverse portfolio of programs and services.



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. The organisational vision is to drive innovation to deliver quality services and assets in new and better ways that make it easier for customers to do business and live in and visit the city.

OUR VALUES:



ABOUT LOGAN WATER

Logan Water's mandate is to provide safe, reliable and sustainable water and wastewater services for the benefit of the Logan Community. Logan Water's purpose is to listen, encourage, motivate, celebrate and lead by example to achieve our mandate, whilst ensuring a work-life balance.

Logan Water delivers services through the following functional areas

Water Business Branch

- Wastewater Treatment Program
- Water Product Quality Program
- Water Asset Management Program
- Customer Experience & Business Performance Program
 - Customer Experience & Engagement
 - Digital & Business Systems
 - Metering & Customer Connections
 - Business Strategy & Performance

Water Infrastructure Branch

- Water Development Services Program
- Water Infrastructure Planning Program
- Water Infrastructure Project Development Program
- Water Infrastructure Delivery Program

Water Operations Branch

- Network Operations Program
- Network Maintenance Program



ABOUT THE ROLE

POSITION NUMBER:

7865, 7866, 18855

CLASSIFICATION LEVEL:

4/5

AWARD:

Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:

Principal Design Engineer

JOB PURPOSE

To provide a professional drafting service to Logan Water.

DECISION MAKING AUTHORITY

Delegations as detailed in Council's Delegation of Authority register.

At level 4, the officer receives general direction from the Principal Design Engineer and has freedom to act governed by clear objectives.

At level 5, the officer receives direction from the Principal Design Engineer, with supervision of employees and/or contractors and/or any alliance partners exercising a degree of autonomy with control of design projects and technical activities.

POSITION DIMENSIONS

Nil Reports

BROADBAND CRITERIA

Progression from Level 4 to Level 5 will be subject to possession of relevant Technical Qualifications and demonstrated experience in establishing priorities and monitoring workflows in the area of responsibility exercising a degree of autonomy at Level 4.4.



KEY RESPONSIBILITIES / ACCOUNTABILITY

Provide expert advice, within the limits of their skills, competence and training, in response to issues relating to the provision of water supply and sewerage services, including recycled water distribution, as expert input into correspondence, technical reports, design reports and management reporting.

Undertake technical designs, within the limits of their skills, competence and training, in relation to the provision of water supply and sewerage design services, including recycled water distribution, appropriately documenting and keeping calculations and supporting assumptions.

Undertake the checking of engineering plans and technical specifications, including against planning scheme requirements.

Assist in the preparation and maintenance of project schedules for Branch design projects using MSProject or other appropriate computer software applications.

Manage the compilation of briefs for external contract drafting services and their oversight and administration.

Responsible for technical standards, including knowledge of relevant statutory requirements.

Cooperate with the water planning technical officers in the delivery of preparation of tender drawings and documents for calling tenders for the construction of water supply and sewerage infrastructure works.

Communicate technical advice and provide assistance to design and planning staff to ensure efficient operation within the Logan Water Infrastructure Branch.

Adhere to quality assurance processes and procedures.

OTHER

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



WHAT WE'RE LOOKING FOR

KNOWLEDGE, SKILLS AND QUALIFICATIONS

A Diploma of Engineering Technology (Civil), Diploma of Civil Engineering (Drafting/Design) or similar qualification from a recognised technical institution.

Strongly proficient in the use of AutoCAD software.

Demonstrated drafting experience working on water and wastewater projects.

Demonstrated time management skills in the completion of specific drafting activities within specified timeframes to established quality standards, and the ability to work under general direction.

Demonstrated competence in the use of software applications, including Microsoft Project, Word, Excel, PowerPoint and Access (or their equivalents) as well as GIS applications.

SUCCESS PROFILE

Demonstrated ability to work productively as part of a high performing team to ensure achievement of outcomes including building, maintaining and fostering good relationships with colleagues and clients and team members.

High level ability to be adaptable and possess well developed critical thinking skills.

REQUIREMENTS & POSITION SPECIFIC CONDITIONS

Current C class drivers licence

DATE REVIEWED

October 2018

REVIEW

This Position Description may be reviewed from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.