

## POSITION DESCRIPTION

<b>POSITION:</b> Senior Engineering Designer	<b>REPORTS TO:</b> Team Leader Survey and Design	
<b>DIRECTORATE:</b> City Infrastructure	<b>GROUP:</b> N/A	
<b>SECTION:</b> Asset Services	<b>GRADE:</b> I	<b>DATE:</b> April 2024
<b>POSITION NUMBER(S):</b> 224, 225, 226, 227, 974	Indoor	Permanent Full-Time

### OUR VISION

*“Committed to the Pursuit of Excellence”*

### OUR VALUES

- ✓ CUSTOMER CENTRIC      *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY        *We are transparent and responsible in all that we do*
- ✓ INNOVATION              *We deliver excellence in our services through innovation*
- ✓ COLLABORATION        *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT         *We support our people and provide them the scope to deliver outcomes.*

### POSITION OBJECTIVES

- To provide support to the leadership of the City of Coffs Harbour (the “City”) on establishing a high-performance organisation through the development of its people and processes.
- Prepare high quality civil engineering designs, timely construction drawings, estimates and specifications for civil infrastructure works.
- Deliver drawings, designs, specifications, and technical information to meet work schedules and project requirements.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

### **Customer Service**

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

### **Community Engagement**

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management.

### **Learning and Development (L&D)**

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.

- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

### **Sustainability**

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

### **Continuous Improvement**

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

### **Organisation Support**

- Support the leadership and management by:
  - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
  - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times.
  - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise.

## **KEY RESPONSIBILITIES**

### ***Design Investigation***

- Consolidate project data, including consideration of options and constraints. Undertake preliminary investigations which may include a number of concept designs and estimates to ensure the stakeholder's requirements are met.
- Liaise with Project Managers and Planning and Delivery Sections staff to develop preliminary concept designs.
- Consult with relevant authorities with respect to services and apply risk management and value engineering principles to the design.
- Undertake detailed analysis of the nominated project options and recommend a preferred solution that will move the project forward as required by the City.

### ***Engineering Design***

- Undertaking detailed design for civil engineering infrastructure including but not limited to roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths and open spaces.

- Ensure that the civil engineering designs meet or exceed appropriate technical standards.
- Ensure that the civil engineering designs eliminate unnecessary costs while preserving functional requirements.
- Apply risk management principles, considering constructability, financial, social and environmental constraints of the project and the overall maintenance and operational issues to ensure designs meet stakeholders' requirements and expectations.
- Ensure that the principles of Safety in Design are fully met throughout all the design phases.

### ***Job Management***

- Ensure design and project documentation for all works are produced on time, to budget and quality standards.
- Ensure quality processes are adequately documented, actioned, and monitored.
- Undertake the detailed design of projects in accordance with the City's delivery plan and as directed by the Team Leader Survey and Design

### ***Risk***

- Ensure a thorough risk assessment process is conducted for each project.

### ***Quality Assurance***

- Provide input to the Design Section Quality Manual in conjunction with the Team Leader Survey and Design.
- Maintain the Survey and Design record filing system.

You may be required from time to time undertake other projects and work as directed.

## **KEY RELATIONSHIPS**

- Section Leader Asset Services
- Team Leader Survey and Design
- Asset Services team members
- City of Coffs Harbour staff
- External stakeholders.

## **QUALIFICATIONS/LICENCES/EXPERIENCE**

### **Essential**

- Diploma in Civil Engineering or equivalent qualification.
- Extensive relevant project work experience (detailed designs for civil engineering infrastructure including but not limited to roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths, and open spaces).
- Extensive experience and proficiency in computer-aided design, drafting and modelling software, in particular 12d Model, BricsCAD or AutoCAD.
- Demonstrated experience in the application of engineering principles as they relate to this position.

Desirable

- Current Class C Drivers Licence.

**COMPETENCIES**

**Knowledge and Capabilities**

- Demonstrated knowledge of, and solid experience in detailed designs for civil engineering infrastructure.
- Ability to work to prioritise tasks, estimate timeframes and work to tight deadlines.
- Strong attention to detail.
- Ability to work independently as well as be part of a team.
- Strong interpersonal skills with proven strengths in relationship management.
- Proven stakeholder engagement skills.
- Highly developed verbal and written communication skills.
- High level computer literacy.

## Position Demands Analysis

### Senior Engineering Designer

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	0	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	1	Balancing	1
Very Heavy work lifting >45.5kg	0	Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	0	Colour vision	2
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	0
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	2	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	2	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	0
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	1	Vibration	0	Shift work	0
Working alone	1	Working at heights	1	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0		