 <p>WARRNAMBOOL CITY COUNCIL</p>	<p>DESIGN ENGINEER POSITION DESCRIPTION</p>
POSITION NO:	1811
STATUS:	Permanent Full Time
CLASSIFICATION:	Band 6
OCCUPANT:	Vacant
DATE:	July 2020

POSITION CONTEXT & OBJECTIVE(S):

Assist to deliver Council's Civil Design Program to produce a high standard of design and drafting work in all aspects of Council's infrastructure within a cost efficient manner in accordance with Council's Quality Assurance systems.

Assist to review, develop and maintain design systems and standards for efficient delivery of capital works projects including roads, footpaths, culverts, bridges, drainage, coastal facilities, recreation reserves, sporting fields and others as identified by Council.

KEY RESPONSIBILITIES AND DUTIES:

1. Support the Infrastructure Management team to deliver Council's Design and Capital Works programs.
2. Prepare engineering surveys and designs for Council works in accordance with relevant design standards and council policies.
3. Prepare concept plans, investigations, detail survey and design plans, estimates specifications for infrastructure projects.
4. Preparation of design briefs, risk assessments and management plans to ensure designs and projects comply with all relevant legislation and delivered on time at a high standard.
5. Project Manage design projects by external consultants.
6. Develop and produce funding applications for various state and federal infrastructure programs at the direction of management.
7. Provide an effective, efficient and timely service to all customers, whether internal or external.
8. Support the Team Leader Design & Development to provide specialist engineering advice for subdivisions and developments, drainage management and traffic management for Council.
9. Research and propose new ideas in innovation for the delivery of designs and projects.
10. Assess infrastructure permit applications (e.g. legal point of discharge) and prepare approval letters including conditions of approval.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Their relative Tertiary qualification
2. Their skills in using CAD, Civil Site Design, and other software in design
3. Experience in Civil Engineering and Local Government
4. General Computer Skills (Microsoft Office, Organisational corporate systems, etc.)
5. Interpersonal and communication skills
6. Judgment and Decision making

HOURS OF DUTY:

Your hours of work will 8.15am to 5.00pm, Monday to Friday (with a 45 minute lunch break) working 76 hours per fortnight with an RDO entitlement.

TENURE:

The tenure of this position is permanent full time.

SALARY:

The position is classified by council as Band 6 and carries a current base salary of \$79,526 - \$86,441 (exclusive of 9.5% superannuation).

ORGANISATIONAL RESPONSIBILITIES

In addition to the duties as specified, the following standards/duties shall apply:

Customer Services Standards

- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.

Personal Development & Conduct

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.

- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Technology & Records Management:

- Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
- Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
- Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:

- Participate in the Employee Opinion Surveys as requested.
- Participate in corporate development programs.

CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

YES

Working with Children Check

NO

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Infrastructure Management
Supervises:	Student Engineers & Work Experience Students
Internal Contacts:	All Council Staff
External Contacts:	Consulting Engineers, Developers, Private Contractors, Suppliers, Service and Statutory Authorities, Licensed Surveyors, Solicitors, counterparts in other Councils and Organizations and member of the public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

This position is directly responsible to the Coordinator Infrastructure Management to:

- Provide input into the development of policies that relates to the technical aspects of Council Infrastructure Assets ie roads, pathways, drainage, and traffic management.
- Accountable for the preparation of proper engineering plans for construction and design works in accordance with agreed and acceptable procedures, practices and standards.
- Act as governed by legislation, Council policies, procedures, the objectives and budget of the section with regular reporting to management.

JUDGEMENT AND DECISION MAKING:

- Ability to make professional and sometimes complex judgements from a range of alternatives.

- Problem solving usually involves guidelines supported by technical knowledge and relevant experience and engineering judgement will be required to interpret data and outcomes necessary to produce recommendations.
- The position is required to exercise skill in problem solving and particularly to be proactive and innovative in integrating Council activities with other agencies and Government departments.
- Make complex and immediate decisions to ensure the safety and well being of staff and customers.
- Identify and co-ordinate decisions about priorities and targets.

SPECIALIST KNOWLEDGE AND SKILLS:

The position requires specialist skills and knowledge in the relevant areas of responsibility including:

- Working knowledge of contractual law relevant to the Engineering Civil Design.
- Experience in the use of Auto Cad" design software, word processing, spreadsheet and project management software packages.
- Experience in the preparation of contract documentation and specifications and a knowledge of municipal procedures and general workings of local government.
- An ability to conceive flexible and innovative solutions to complex engineering and environmental problems/issues
- An ability to produce technically correct, concise and accurate verbal and written engineering related communications.
- Developed skills in the use of personal computers and related software, budget development and management and understanding of the long term goals of Council.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to effectively plan, organise and manage time to achieve targets and objectives within a set timeframe.
- Ability to establish effective working relationships with other staff and develop into a customer focussed team.
- Ability to effectively manage and establish rapport with external consultants.
- Ability to understand and implement the Council's personnel practices including E.E.O. and O.H. & S. legislations.
- Ability to analyse and make informed decisions on a day-to-day basis.
- Ability to initiate and respond positively to change.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to be an integral part of a team oriented approach with an ability to work harmoniously and creatively with other team members.
- Negotiate and develop rapport with external organisations and facility users.
- Develop both internal and external communication networks to further Council's business interests and identify best management techniques and technologies.
- Liaise and negotiate with business, community representatives and external consultants to meet objectives.
- Liaise with counterparts within the industry and all levels of Council staff to exchange views and resolve problems.
- Demonstrated competence in writing reports, prepare correspondence and verbal communication skills.
- Demonstrated negotiation and dispute resolution skills.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

Appropriate Tertiary Qualification(s) and/or extensive experience in the field of Civil Engineering

Several years' experience in local government or design related services.

Hold a current Victorian Driver's Licence.

RELEVANT PHYSICAL RESPONSIBILITIES

Location of work: This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office / workshop)				X
Outside		X		

Physical activities: The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing		X		
Sitting				X
Bending	X			
Walking		X		
Repetitive hand work	X			
Heavy lifting (>15kg)	X			

Plant and Equipment: This role involves working with or near plant or equipment:

Hazard / Activity	Nil	Light	Average	Constantly
Rotating parts	X			
Noisy Environment	X			
Mobile or moving	X			
Strobe or similar lights	X			

Hazard / Activity	Nil	Light	Average	Constantly
Operating plant controls	X			
Driving plant or vehicles		X		
Machinery Vibration	X			
Ability to distinguish between colours		X		
Using hand held tools	X			
Working with irritants, chemicals, fumes and/or dust	X			
Working in hot surroundings	X			

Other activities: This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone			X	
Direct contact with people			X	
Working at heights	X			
Working with animals/ wildlife	X			

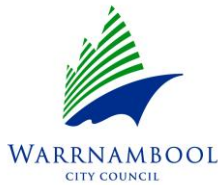
CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):	
Signature:	Date:



DESIGN ENGINEER

GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the **Act**).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee's interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee's employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.

- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council's Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community's values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council's Records Management Policy and Council's IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
 - for excessive or unreasonable personal use;
 - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
 - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council's resources, including Council's IT Systems. Filtering systems are installed in the Council's IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee's use of the Council's IT Systems and electronic resources, either at the Council's premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council's sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council's Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council's intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee's suitability for ongoing employment will be assessed.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee's benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council's Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer's superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council's Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council's Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

Privacy Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children's Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their "check" (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.