

## POSITION DESCRIPTION

<b>Position Title:</b>	Drafting Officer	<b>Position Code:</b>	DO
<b>Division:</b>	Infrastructure	<b>Grade:</b>	D
<b>Location:</b>	Dubbo / Wellington	<b>Hours/Week:</b>	35
<b>Reports To:</b>	Senior Design Engineer		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

This position is responsible for carrying out investigation, survey and drafting for Council works. This position may be required to carry out some design work at times. This position has regular interaction with all Divisions and has frequent contact with staff, managers, contractors, consultants and the general public to ensure that enquiries are addressed in a prompt and appropriate manner, referring issues as appropriate.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Survey, Investigation, Design and drafting projects	<ul style="list-style-type: none"> <li>Carry out survey, investigation, drafting and design (if required) of specific design projects</li> </ul>
Contract Documentation	<ul style="list-style-type: none"> <li>Ensure design contract documentation meets council and statutory requirements</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence.
- General Construction Induction Card
- Traffic Control Tickets.
- This position requires a Pre-employment Health Assessment
- Willingness to undertake further studies as required.
- A significant part of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position works in the Civic Administration Building and is required to wear a DRC Identification Badge at all times.
- Whilst working outdoors this position is required to wear an approved DRC Personal Protective Equipment.
- The wearing of the local government uniform is optional for this position.

### Selection Criteria

Essential
<ol style="list-style-type: none"> <li>1. Certificate IV in Civil Construction Design or equivalent qualification (or working towards).</li> <li>2. Proficiency in the use of Drafting and Microsoft Office software.</li> <li>3. Good interpersonal and conflict resolution skills and ability to work within a team environment.</li> <li>4. Good report writing and communication skills.</li> <li>5. Demonstrated organisational and time management skills.</li> </ol>
Desirable
<ol style="list-style-type: none"> <li>6. Associate Degree/Diploma in Civil Engineering.</li> <li>7. Membership of Engineers Australia.</li> <li>8. Extensive design experience in Local Government civil works.</li> </ol>

Organisation Wide Accountabilities	
Corporate Values	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels</p>

	and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council’s adopted Code of Conduct.</li> <li>• Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: