

## POSITION DESCRIPTION

<b>Position Title:</b>	Design Engineer	<b>Position Code:</b>	6-DE
<b>Division:</b>	Infrastructure	<b>Grade:</b>	H
<b>Location:</b>	Dubbo	<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 the preparation and delivery of civil engineering plans and/or computer models for the organisation to meet budget, strategic and operational requirements.

### 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, design and drafting of specific design projects using 12d and Microstation.</li> <li>Undertake technical investigations and prepare reports on civil design projects.</li> <li>Coordinate and liaise with other respective authorities and agencies during design phase to ensure projects meet objectives.</li> </ul>
Teamwork and involvement	<ul style="list-style-type: none"> <li>Participate in Design Office meetings.</li> <li>Regular liaison with the Senior Design Engineer, Manager Infrastructure Strategy and Design, and other Council staff to facilitate efficient and timely project decision making.</li> <li>Facilitate induction and information flow to construction teams.</li> </ul>
Infrastructure Computer Modelling	<ul style="list-style-type: none"> <li>Research, implement, operate and manage computer models for water, sewerage, transport and drainage networks as required.</li> <li>Provide advice to internal/external stakeholders asked on results/outcomes of modelling.</li> </ul>
Contract Documentation	<ul style="list-style-type: none"> <li>Ensure design contract documentation meets council and statutory requirements.</li> </ul>
Management systems	<ul style="list-style-type: none"> <li>Follow organisational systems and procedures in the design of projects.</li> <li>Develop required new systems elements to improve branch efficiency and ability to innovate.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence.
- Construction Induction (White Card).
- Traffic Control Tickets.
- This position requires a Pre-employment Health Assessment.
- Willingness to undertake further studies as required.
- A large majority of this role is office based, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers 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.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- 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

1. Associate Degree in Civil Engineering, or demonstrated progression through a Bachelor of Civil Engineering or equivalent as recognised by Engineers Australia, or extensive Civil Engineering design experience.
2. Proficiency in the use of Design, Drafting and Microsoft Office software. (Council is currently using the following software packages – 12D, Microstation, Autoturn 11 and XPSTORM).
3. Excellent interpersonal and conflict resolution skills and ability to work within a team environment.
4. Well-developed report writing and communication skills.
5. Demonstrated organisational and time management skills.

#### Desirable

6. Bachelor Degree in Civil Engineering (or Environmental Engineering as recognised by Engineers Australia).
7. Demonstrated ability to use survey equipment including GNSS rovers, digital levels, total stations and ground penetrating radar.
8. Extensive design experience in Local Government civil works.

### Organisation Wide Accountabilities

#### Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
  - Be Curious, Courageous and Committed
- Sustainable
  - Balanced Approach To Growth and Opportunity
- One Team

	<ul style="list-style-type: none"> <li>○ Working Together</li> <li>● Integrity</li> <li>○ Accountable For Our Actions</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 and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
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: