

# Role Description

**Position Title** Civil Designer

**Position Number** IDS086

## Purpose of Role

To prepare and provide assistance with the delivery of quality design and documentation for civic projects that incorporate a range of elements that form the built environment and are consistent with Council's strategic outcomes of quality urban design and placemaking.

## Specific Responsibilities

Prepare moderately complex and integrated designs consistent with Council's strategic outcomes and policies of developing quality places around the needs of people drawing from contemporary best practice and standards.

Apply technical design knowledge to the development of innovative solutions based outcomes that integrate transport, water sensitive design, streetscaping and urban design outcomes within the public realm and which interface with private spaces.

Prepare accurate estimates of costs and project documentation using schedules of rates, bills of quantities and apply gained knowledge of identified issues that may impact on cost estimates.

Act as a point of contact for design matters by providing sound advice, innovation and problem solving for management.

Liaise with external stakeholders and authorities to obtain information in assisting with the completion of project designs as well as internal stakeholders including project sponsors/owners, project managers/delivery and other key stakeholders including divisional councillors.

Assist in the processing of inquiries from both internal and external customers.

Contribute to regular design review meetings.

Undertake site inspections associated with design responsibilities.

## Work Experiences and Skills - essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Proficiency in the preparation of engineering design plans and the integration of other elements of the built environment using computer aided design methods including AutoCAD and 12d model software or equivalent.

Ability to accurately measure quantities for the preparation of cost estimates as well as interpret client needs through written documentation (design briefs) and verbal communication.

Ability to read survey plans and interpret survey field data.

Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences - essential

Tertiary qualification in Civil Engineering or other relevant field.

Construction Induction Card competency that has been used or obtained within the past 2 years.

Current C class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

