

POSITION DESCRIPTION

Position Title Senior Civil Design Engineer	HR5021	Position Level Level Eight (8) City of Bunbury 2024 Enterprise Agreement	Reports to Coordinator Engineering Design	Location Works Depot
Role of position To supervise and approve all civil engineering documentation, ensuring compliance with technical standards and regulatory requirements, while mentoring staff and offering engineering advice and technical assistance to internal and external stakeholders.				
Accountabilities <ul style="list-style-type: none"> • Prepare conceptual design, detailed design, costing, and public consultation / stakeholder engagement of complex municipal works. • Liaise with service authorities to inform design considerations and provide pricing for service relocation / installation requirements. • Provides guidance, mentoring and support to Engineering Design team staff to ensure effective and efficient production of design documentation. • Supervision and approval of all civil design documentation produced by the City to ensure compliance with relevant standards and guidelines. • Development of drafting standards and templates for use in Autodesk Civil 3D. • Perform drainage catchment analysis and provide engineering solutions to stormwater drainage issues. • Undertake engineering analysis for all infrastructure needs. • Project cost estimating, budget preparation and project cost control. • Superintends, project manage and deliver projects in accordance with Project Management best practice frameworks. • Assist in providing Metrocount traffic counter installation & information retrieval / analysis, as directed. • Provide engineering guidance and technical advice to internal and external stakeholders. • Respond to enquiries, requests, or complaints from external or internal customers. • Use and contribute to QMS to achieve continuous improvement to engineering processes, systems, and services. • Any other duties as required. 			Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <ul style="list-style-type: none"> • Local Government Agencies • State Government Agencies • Consultants and Contractors • Ratepayers, Residents and General Public Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. • Works under general direction. • Freedom to act limited by standards and procedures. • Prioritises work to ensure all tasks are performed within a satisfactory timeframe in line with the City of Bunbury's policies and procedures. 	
Essential Criteria <ul style="list-style-type: none"> • Completion of a Bachelor of Civil Engineering with a minimum of 3 years post graduate work experience. • Highly proficient in the use of Autodesk Civil 3D for the design and documentation of road and drainage infrastructure. • Well-developed knowledge of Australian civil engineering standards, practices, and specifications. • Extensive experience in civil engineering road and drainage design, construction, costing, contract preparation and administration. • Well-developed written and oral communication skills, including an ability to mentor staff. • Highly developed project management skills including task and time management, setting priorities, planning and managing workloads to complete projects within prescribed timeframes, on budget and with limited supervision. • Demonstrated experience in facilitating and coordinating community and stakeholder engagement, with the ability to deal with difficult situations and present a positive council image. • General knowledge of Equal Employment Opportunity and Diversity Acts. • Demonstrated experience n following established safety protocols • Actively participate in safety initiatives • Understanding key workplace health and safety laws and regulations applicable to the role and position. 			Desirable Experience <ul style="list-style-type: none"> • Australian professional work experience. • Registered as a professional engineer. • Experience in preparing civil engineering contract documentation. • Experience in a public sector engineering environment. Driving Requirements: <ul style="list-style-type: none"> • C (Car) or CA (Car Automatic) class motor vehicle licence. 	

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<p>Mission Statement Welcoming and Full of Opportunities</p> <p>Values Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> We are one team We keep each other safe We display empathy and respect We have fun and celebrate our successes We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> We are open to opportunities We actively listen and think things through We are inclusive and treat everyone equally We are honest and open in our communications We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> We lead the change, we own it! We trust and empower each other We have the difficult conversations early We hold ourselves to the highest standard We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> Apply accountable and ethical decision making principles within the work environment. Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct. Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> Foster, advocate and implement the City's Customer Service Charter. Aim to exceed customer expectations. Strive for an element of consistency from one service transaction to the next. Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. 	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> Ensure adherence to WHS policies and procedures. Consult and cooperate with workers and WHS representatives on WHS issues. Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely. Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls. Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately. Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures. Provide PPE as required and ensure workers are aware of correct usage and storage requirements. Ensure all plant and equipment is properly maintained. Maintain relevant knowledge of WHS issues. Act as a role model by demonstrating safe work behaviours. <p><u>Workers must:</u></p> <ul style="list-style-type: none"> Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation. Participate in the development of a healthy and safe workplace. Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures. Cooperate with management in its fulfilment of its legislative obligations. Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. Familiarise themselves with the work health and safety policies and procedures Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. Act fairly and justly, abiding by principles of due process and natural justice. Be accountable and transparent. Do your job effectively and as efficiently as possible. Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. Declare any potential conflicts of interest.
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Signature:

Date: