

POSITION DESCRIPTION

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|--|--|
| POSITION: Lead Engineering Designer | |
| DIRECTORATE: City Infrastructure | GROUP: N/A |
| SECTION: Asset Services | REPORTS TO: Team Leader Survey and Design |
| GRADE: I | EMPLOYMENT TYPE: Permanent Full-time |
| HOURS/WEEK: 35 | POSITION No.: 1170 |
| DATE: January 2025 | |

OUR VISION

"Empowering the community and visitors to enjoy and grow our opportunities".

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE SECTION

Our Asset Services Section is responsible for surveying, undertaking civil designs and preparing environmental and associated approvals for infrastructure projects, as well as providing asset data support services to the organisation.

POSITION OBJECTIVES

The objective of this position is to support the leadership of the City of Coffs Harbour in establishing a high-performance organisation through the development of its people and processes. This role involves leading the use of civil engineering design software, streamlining design processes, and mentoring design staff. Additionally, the position requires the preparation of high-quality civil engineering designs and drawings, estimates, and specifications to meet project requirements and schedules.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Design Investigation
 - Preliminary Investigations: Consolidate project data, consider options and constraints, and undertake preliminary investigations, including concept designs and estimates, to meet stakeholder requirements. Liaise with Project Managers and Planning and Delivery Sections staff to develop preliminary concept designs.
 - Consultation and Analysis: Consult with relevant authorities regarding services, apply risk management and value engineering principles to the design, and undertake detailed analysis of project options to recommend a preferred solution that will move the project forward as required by the City.
- Engineering Design
 - Technical Development and Mentoring: Oversee the technical development of survey and design trainees, provide technical support and guidance, ensure competency in specialised software, and offer feedback on design models and calculations. Mentor and develop other designers, particularly in resolving software issues.
 - Design Consistency and Quality: Establish and maintain technical guidelines for design modelling and drafting, ensure designs meet technical standards and eliminate unnecessary costs, apply risk management principles, and ensure that the Safety in Design principles are met throughout all design phases.
 - Design Activities: assist in project planning activities, undertake detailed design for civil engineering infrastructure.
- Job Management
 - Business Improvement and Automation: Identify areas for business improvement through better utilisation and customisation of design and drafting software, develop design modelling processes, and identify opportunities for automation of manual processes.
 - Mentoring and Quality Assurance: Mentor and develop design staff in using civil engineering design and drafting software, ensure design and project documentation meet time, budget, and quality standards.
- Quality Assurance
 - Design Standards and Quality: Develop and maintain standards for design software usage, provide input to the Design Section Quality Manual, and ensure quality processes are documented and monitored. Ensure quality processes are adequately documented, actioned, and monitored.
 - Record Management: Maintain the Survey and Design record filing system.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Section Leader Asset Services
- Team Leader Survey and Design
- Senior Engineering Designers
- Engineering Designer
- Asset Services team members
- City of Coffs Harbour staff.

External

- Consultants and contractors.

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 6:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability Allowance
 - Meal Allowance
 - Travelling Allowance.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualifications in Civil Engineering or equivalent qualification.
- Significant relevant project work experience in detailed designs for civil engineering infrastructure e.g. roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths, and open spaces.
- Significant experience and highly proficient in computer-aided design and modelling software in particular 12d Model, and drafting software in particular BricsCAD or AutoCAD with emphasis on the usage of the advanced software features and software customisation.
- Demonstrated experience in the application of engineering principles as they relate to this position.
- Current Class C Drivers.

Desirable

- Degree in Civil Engineering
- Experience with other drainage design software such as Drains
- Relevant software certifications
- Qualifications in Project Management.

CAPABILITIES

- Excellent communication and interpersonal skills with strengths in relationship management
- Detailed knowledge of civil engineering principles and practices.
- Proficiency in computer-aided design and modelling software in particularly 12d Model, and drafting software in particular BricsCAD, or AutoCAD with emphasis on the usage of the advanced software features and software customisation.
- Understanding of Australian Standards and Austroads Guidelines.
- Knowledge of risk management and value engineering principles.
- Familiarity with Safety in Design principles.
- Ability to consolidate project data, consider options and constraints, and undertake preliminary investigations.
- Competence in liaising with Project Managers, Planning and Delivery Sections staff, and relevant authorities.
- Skill in providing technical support and guidance to trainees and other designers.
- Capability to establish and maintain technical guidelines for design modelling and drafting.
- Proficiency in identifying areas for business improvement and automation of manual processes.
- Ability to ensure design and project documentation meet time, budget, and quality standards.
- Competence in maintaining the Survey and Design record filing system.

Position Demands Analysis Lead Engineering Designer

| EXPOSURE RATING TABLE | | | | | |
|--|---------------|--------------------------------------|-----------------|---|---------------|
| No exposure | Low Exposure | | Medium Exposure | | High Exposure |
| 0 hrs daily | 0-2 hrs daily | | 2-4 hrs daily | | 4-8 hrs daily |
| 0 | 1 | | 2 | | 3 |
| PHYSICAL REQUIREMENTS | | | | | |
| All lifting to be undertaken using effective risk based manual handling techniques | | | | | |
| Sedentary work lifting 0 - 4.5kg | 1 | Elevating arms above shoulder height | 0 | Climbing to access / exit excavations | 0 |
| Light work lifting 4.5 - 9.1kg | 1 | Extend arms for reaching | 3 | Kneeling for extended periods | 0 |
| Medium work lifting 9.1 - 22.7kg | 0 | Sitting for extended periods | 1 | Crawling | 1 |
| Heavy work lifting 22.7 - 45.5kg | 0 | Standing for extended periods | 1 | Balancing | 2 |
| Repetitive Lifting | 0 | Walking for extended periods | 1 | Hearing above background noise | 2 |
| Pulling Loads > 5kg | 0 | Walking on uneven ground | 1 | Depth perception | 2 |
| Pushing loads > 5kg | 0 | Frequent bending / stooping | 0 | Colour vision | 2 |
| Lifting with trunk twisting | 0 | Shovelling / digging | 0 | Fine manipulation | 0 |
| | | Throwing | 0 | | |
| USE OF PERSONAL PROTECTIVE EQUIPMENT | | | | | |
| Safety boots / shoes | 2 | Dust Mask / Respirator | 0 | Reflective vest | 2 |
| Hard hat | 2 | Protective eyewear | 1 | Breathing Apparatus (BA) | 0 |
| Ear plugs / muffs | 1 | Gloves | 0 | | |
| EXPOSURES | | | | | |
| CHEMICALS | | CHEMICAL NAME/TYPE | | BIOLOGICAL | |
| Dusts | 1 | | | Odours / Mists / Fumes | 1 |
| Liquids | 0 | | | Possible exposure to sharps | 0 |
| Herbicide spraying | 0 | | | Possible exposure to Q Fever | 0 |
| Pesticide spraying | 0 | | | Possible exposure to Tetanus | 0 |
| Gases / Vapours | 0 | | | Possible exposure to Hepatitis A, B, C | 0 |
| Working with solvents | 0 | | | Possible exposure to blood / bodily fluids | 0 |
| | | | | Possible exposure to plant pathogens | 0 |
| PHYSICAL/PSYCHOLOGICAL | | | | | |
| Inside work | 3 | Working near machinery | 1 | Slippery surfaces | 0 |
| Outside work | 2 | Operating machinery | 0 | Low light areas | 0 |
| Confined spaces | 1 | Vibration | 0 | Shift work | 0 |
| Working alone | 1 | Working at heights | 1 | Use of computer for screen based activities | 3 |
| Working with hot substances | 0 | High Temperatures > 38 degrees | 0 | Prolonged Driving (periods > 2hrs) | 1 |
| Working with cold substances | 0 | Low Temperatures < 3 degrees | 0 | Violence / aggression from customers | 0 |
| Noisy work areas | 1 | Fatigue | 0 | Violence / aggression from animals / wildlife | 0 |

POSITION DESCRIPTION

| | |
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| DIRECTORATE: City Infrastructure | GROUP: N/A |
| SECTION: Asset Services | REPORTS TO: Team Leader Survey and Design |
| GRADE: I | EMPLOYMENT TYPE: Permanent Full-time |
| HOURS/WEEK: 35 | POSITION No.: 224, 226, 974 |
| DATE: July 2025 | |

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POSITION OBJECTIVES

The objective of this position is to support the leadership of the City of Coffs Harbour in establishing a high-performance organisation through the development of its people and processes. This role involves preparing high-quality civil engineering designs and drawings, estimates, and specifications to meet project requirements and schedules.

KEY ACCOUNTABILITIES

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Contribute to a safe working environment by:

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- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
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Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
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 - Consultation and Analysis: Consult with relevant authorities regarding services, apply risk management and value engineering principles to the design, and undertake detailed analysis of project options to recommend a preferred solution that will move the project forward as required by the City.
- Engineering Design
 - Design Activities: Undertaking detailed design for civil engineering infrastructure including but not limited to roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths and open spaces.
 - Design Consistency and Quality: Ensure that the civil engineering designs meet or exceed appropriate technical standards, and that the civil engineering designs eliminate unnecessary costs while preserving functional requirements. Apply risk management principles, considering constructability, financial, social and environmental constraints of the project and the overall maintenance and operational issues to ensure designs meet stakeholders' requirements and expectations. Ensure that the principles of Safety in Design are fully met throughout all the design phases.
- Job Management
 - Planning and tracking: Ensure project activities are scheduled and tracked to meet set deadlines.
 - Quality Assurance: Ensure design and project documentation meet the quality standards.
- Quality Assurance
 - Design Standards and Quality: Provide input to the Design Section Quality Manual in conjunction with the Team Leader Survey and Design. Ensure quality processes are adequately documented, actioned, and monitored.
 - Record Management: Maintain the Survey and Design record filing system.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

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- Team Leader Survey and Design
- Lead Engineering Designer
- Engineering Designer
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OTHER POSITION REQUIREMENTS

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- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with the People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances and expenses apply where the position requirements meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability Allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarilla Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualifications in Civil Engineering or equivalent qualification.
- Comprehensive relevant project work experience (detailed designs for civil engineering infrastructure including but not limited to roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths, and open spaces).
- Comprehensive experience and proficiency in computer-aided design and modelling software in particular 12d Model, and drafting software in particular BricsCAD or AutoCAD.
- Demonstrated experience in the application of engineering principles as they relate to this position.
- Current Class C Drivers Licence.

Desirable

- Associate Diploma or higher qualification in Civil Engineering
- Experience with other drainage design software such as Drains
- Relevant software certifications.

CAPABILITIES

- Demonstrated knowledge of, and solid experience in detailed designs for civil engineering infrastructure.
- Detailed knowledge of civil engineering principles and practices.
- Ability to work to prioritise tasks, estimate timeframes and work to tight deadlines.
- Strong attention to detail.
- Knowledge of risk management and value engineering principles.
- Familiarity with Safety in Design principles.
- Ability to work independently as well as be part of a team.
- Good communication and strong interpersonal skills with proven strengths in relationship management.
- Proven stakeholder engagement skills.
- Highly developed verbal and written communication skills.
- High level computer literacy.

Position Demands Analysis

Senior Engineering Designer

| EXPOSURE RATING TABLE | | | |
|-----------------------|---------------|-----------------|---------------|
| No exposure | Low Exposure | Medium Exposure | High Exposure |
| 0 hrs daily | 0-2 hrs daily | 2-4 hrs daily | 4-8 hrs daily |
| 0 | 1 | 2 | 3 |

| PHYSICAL REQUIREMENTS | | | | | |
|---------------------------------|---|--------------------------------------|---|---------------------------------------|---|
| Sedentary work lifting 0-4.5kg | 1 | Elevating arms above shoulder height | 0 | Climbing to access / exit excavations | 1 |
| Light work lifting 4.5-9.1kg | 1 | Extend arms for reaching | 0 | Kneeling for extended periods | 0 |
| Medium work lifting 9.1-22.7kg | 0 | Sitting for extended periods | 3 | Crawling | 0 |
| Heavy work lifting 22.7-45.5kg | 0 | Standing for extended periods | 1 | Balancing | 1 |
| Very Heavy work lifting >45.5kg | 0 | Walking for extended periods | 1 | Hearing above background noise | 2 |
| Repetitive Lifting | 0 | Walking on uneven ground | 1 | Depth perception | 2 |
| Pulling Loads > 5kg | 0 | Frequent bending / stooping | 0 | Colour vision | 2 |
| Pushing loads > 5kg | 0 | Shovelling / digging | 0 | Fine manipulation | 0 |
| Lifting with trunk twisting | 0 | Throwing | 0 | | |

| USE OF PERSONAL PROTECTIVE EQUIPMENT | | | | | |
|--------------------------------------|---|------------------------|---|--------------------------|---|
| Safety boots / shoes | 2 | Dust Mask / Respirator | 0 | Reflective vest | 2 |
| Hard hat | 2 | Protective eyewear | 1 | Breathing Apparatus (BA) | 0 |
| Ear plugs / muffs | 1 | Gloves | 0 | | |

| EXPOSURES | | | | | |
|-----------------------|---|--------------------|--|--|---|
| CHEMICALS | | CHEMICAL NAME/TYPE | | BIOLOGICAL | |
| Dusts | 1 | | | Odours | 1 |
| Liquids | 0 | | | Mists / Fumes | 0 |
| Herbicide spraying | 0 | | | Possible exposure to sharps | 0 |
| Pesticide spraying | 0 | | | Possible exposure to Tetanus | 0 |
| Gases / Vapours | 0 | | | Possible exposure to Hepatitis A, B, C | 0 |
| Working with solvents | 0 | | | Possible exposure to blood / bodily fluids | 0 |

| PHYSICAL/PSYCHOLOGICAL | | | | | |
|------------------------------|---|--------------------------------|---|---|---|
| Inside work | 3 | Working near machinery | 1 | Slippery surfaces | 0 |
| Outside work | 2 | Operating machinery | 0 | Low light areas | 0 |
| Confined spaces | 0 | Vibration | 0 | Shift work | 0 |
| Working alone | 1 | Working at heights | 1 | Use of computer for screen based activities | 3 |
| Working with hot substances | 0 | High Temperatures > 38 degrees | 1 | Prolonged Driving (periods > 2hrs) | 1 |
| Working with cold substances | 0 | Low Temps < 3 degrees | 0 | Violence / aggression from customers | 0 |
| Noisy work areas | 1 | Fatigue | 0 | | |