

## POSITION DESCRIPTION

<b>POSITION:</b> Engineering Designer	
<b>DIRECTORATE:</b> City Infrastructure	<b>GROUP:</b> N/A
<b>SECTION:</b> Asset Services	<b>REPORTS TO:</b> Team Leader Survey and Design
<b>GRADE:</b> H	<b>EMPLOYMENT TYPE:</b> Permanent Full-time
<b>HOURS/WEEK:</b> 35	<b>POSITION No.:</b> 1171
<b>DATE:</b> March 2026	

### 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 Survey and Design team in the preparation of civil engineering designs, drawings and supporting documentation for Council's infrastructure projects.

The role assists with design investigations, drafting and documentation activities while developing knowledge and skills in civil engineering design practices. The position works under the guidance of the Senior Engineering Designer and Lead Engineering Designer to ensure design outputs meet Council standards, relevant legislation and project requirements.

## **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**

- Assist with the collection and consolidation of project data to support civil engineering investigations and design development.
- Undertake preliminary investigations and research, including liaising with internal stakeholders, service authorities and other relevant organisations to obtain information regarding existing infrastructure and services.
- Assist with preparing preliminary design information, sketches and supporting documentation to inform concept and detailed design development.

### **Engineering Design**

- Assist in the preparation of civil engineering designs and drawings for infrastructure projects including, but not limited to, roads, roundabouts, stormwater drainage, water mains, sewer mains, carparks, footpaths and open space assets.
- Prepare design drawings, plans and supporting documentation using relevant computer-aided design and drafting software.
- Assist with the preparation of quantities, estimates and other documentation associated with civil engineering design projects.
- Work under the guidance of the Senior Engineering Designer and Lead Engineering Designer to ensure designs comply with relevant legislation, Council standards, specifications and industry guidelines.
- Apply Safety in Design principles throughout the design process to assist in identifying and minimising potential risks associated with infrastructure construction, operation and maintenance.

### **Job Management**

- Assist with coordinating design tasks and maintaining project documentation to support the timely delivery of design projects.
- Maintain organised design records and files in accordance with Council's record management procedures.

### **Quality Assurance**

- Assist with maintaining design and drafting standards, procedures and documentation within the engineering design team.
- Support quality assurance processes by undertaking checks of drawings and documentation to ensure accuracy, completeness and compliance with relevant standards.

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
- Lead Engineering Designer
- Senior Engineering Designers
- 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.
- 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**

- Diploma or tertiary qualifications in Civil Engineering or a related discipline or working towards such qualification.
- Demonstrated knowledge or experience in civil engineering design principles and practices.
- Experience using computer-aided design and drafting software such as AutoCAD, BricsCAD or similar.
- Ability to interpret engineering drawings and technical documentation.
- Current Class C Drivers Licence.

### **Desirable**

- Experience using civil engineering design and modelling software such as 12d Model.
- Experience working in a civil engineering design environment within local government or a consulting environment.
- Familiarity with Australian Standards, Austroads guidelines and engineering design specifications.

## **CAPABILITIES**

- Developing knowledge of civil engineering design principles and infrastructure design practices.
- Ability to prepare engineering drawings and supporting documentation with attention to detail and accuracy.
- Proficiency in computer-aided design and drafting software.
- Ability to analyse technical information and assist with design investigations.
- Effective communication and interpersonal skills to work collaboratively with team members and stakeholders.
- Ability to organise and prioritise work tasks to meet project timeframes.
- Commitment to continuous learning and professional development in civil engineering design practices.
- Understanding of Safety in Design principles and their application within engineering projects.

**Position Demands Analysis**  
Engineering Designer

<b>EXPOSURE RATING TABLE</b>					
<b>No exposure</b>	<b>Low Exposure</b>		<b>Medium Exposure</b>		<b>High Exposure</b>
0 hrs daily	0-2 hrs daily		2-4 hrs daily		4-8 hrs daily
<b>0</b>	<b>1</b>		<b>2</b>		<b>3</b>
<b>PHYSICAL REQUIREMENTS</b>					
<b>All lifting to be undertaken using effective risk based manual handling techniques</b>					
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
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		
<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>					
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		
<b>EXPOSURES</b>					
<b>CHEMICALS</b>		<b>CHEMICAL NAME/TYPE</b>		<b>BIOLOGICAL</b>	
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
<b>PHYSICAL/PSYCHOLOGICAL</b>					
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	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