

POSITION DESCRIPTION

POSITION: Senior 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.: 224, 226, 974
DATE: 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

To undertake detailed civil engineering design and documentation for the City of Coffs Harbour infrastructure projects to ensure that design outputs meet required technical standards, project requirements and delivery timeframes.

The role contributes to design investigations, prepares detailed design solutions and supports the effective delivery of the City's capital works program.

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

- Undertake the consolidation of project data and perform preliminary investigations, including concept designs and estimates, to support project development.
- Liaise with Project Managers, Planning and Delivery staff, and relevant authorities to obtain information relating to existing infrastructure, services and project constraints.
- Analyse design options, applying risk management and value engineering principles, to recommend preferred solutions that meet project and stakeholder requirements.

Engineering Design

- Undertake detailed civil engineering design 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, specifications, quantities and cost estimates to support project delivery.
- Ensure designs comply with relevant legislation, Council standards, specifications and industry guidelines.
- Apply risk management principles, considering constructability, cost, environmental and operational impacts to achieve effective and sustainable design outcomes.
- Apply Safety in Design principles throughout all phases of the design process.

Job Management

- Plan, prioritise and manage design tasks to ensure project milestones and delivery timeframes are achieved.
- Coordinate design activities and documentation to support the efficient delivery of projects.
- Monitor progress of assigned design work and ensure outputs meet required quality, time and budget expectations.

Quality Assurance

- Ensure design documentation is accurate, complete and compliant with relevant standards and Council requirements.
- Contribute to the development and maintenance of design standards, procedures and the Design Section Quality Manual.
- Maintain project records and documentation in accordance with Council's record management systems and requirements.

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
- 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.
- 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.
- Significant experience in the preparation of detailed civil engineering designs for infrastructure projects, including roads, roundabouts, stormwater, water mains, sewer mains, carparks, footpaths and open space assets.
- Demonstrated proficiency in civil engineering design and modelling software, particularly 12d Model, and drafting software such as BricsCAD or AutoCAD.
- Demonstrated application of engineering principles in the delivery of civil infrastructure design projects
- Current Class C Drivers Licence.

Desirable

- Experience with additional drainage design software (e.g., Drains or similar)
- Relevant software certifications or training in civil design tools.
- Qualifications or training in project management.

CAPABILITIES

- Sound knowledge and practical application of civil engineering design principles and practices.
- Ability to undertake detailed design of civil infrastructure projects and produce accurate design documentation.
- Ability to analyse design options and apply risk management and value engineering principles.
- Strong attention to detail and commitment to producing high quality design outputs.
- Ability to plan, prioritise and manage competing tasks to meet project deadlines.
- Effective communication and interpersonal skills, with the ability to work collaboratively with internal stakeholders, project teams and external authorities.
- Ability to work independently, while contributing positively within a team environment.
- Demonstrated stakeholder engagement skills, including the ability to liaise with a range of technical and non-technical stakeholders.
- Well-developed written and verbal communication skills.
- Proficiency in relevant computer systems and engineering design software.

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	4	5
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	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		
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	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