



POSITION TITLE	Design Engineer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 6
DIRECTORATE	Infrastructure & Growth
BUSINESS UNIT	Design
REPORTS TO	Team Leader Design
SUPERVISES	Contractors and Consultants as required
EMPLOYMENT STATUS	Full Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

The Design Engineer will assist in the effective and efficient operation of council’s projects and design team undertaking investigations, survey and design, development, approval and supervision, project management and associated works to achieve the objectives of the Council Plan.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

This position is responsible for:

Service responsibilities

- Produce engineering designs, specifications, tender documents, estimates of costs and investigation reports that are thorough and produced according to schedule and recognised standards.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- Undertake project supervision and contract administration of engineering works, contracts and projects.
- Provide detailed designs of municipal engineering infrastructure
- Undertake risk assessments for all proposed programs in consultation with the relevant manager and risk manager.
- Ensure construction includes agreed features to minimise future risk.
- Respond to Customer Service Requests (CSR's) and general engineering enquiries from the public as required.
- Assist with the build over easement process.
- Assist with the preparation of funding applications including design drawings and cost estimates.
- Prepare accurate drawings, works schedules, estimates and technical specifications for infrastructure projects including road construction works, road renewal works, reseal and asphalt works, footpath and cycle paths, drainage works, and any other civil works associated with local government.

Subdivision and planning permit developments

- Assess subdivision and planning permit applications engineering plans to ensure compliance with planning permit conditions, council's standards and desirable development outcomes are achieved.
- Assist in the supervision of subdivisional construction to ensure works are in accordance with approved plans.
- Assist with the entering of subdivision and planning permit asset information into council's asset data system.

Accountability and Extent of Authority

- Compliance with the Local Government Act, 1989 and 2020, and regulations as amended and other relevant legislation and council policies, delegations and budgets.
- Assist in the operation of the unit including advance planning, policy development, utilisation of resources and contract administration.
- Correspondence relevant to the section.
- To act within council policies, budgets, delegated authorities and relevant legislation.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses
	Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
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Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
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Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>
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CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Ability to creatively plan and make decisions appropriate to implementation of projects and plans.
- Ability to recognise problems and use initiative to identify solutions.
- Guidance and advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives.
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system.
- Experience in civil engineering and drafting.
- Experience in the preparation of civil engineering designs, specifications and tender documents.
- Experience in the supervision of infrastructure construction works.
- Ability to utilise information technology systems including Word, Excel, GIS, Autocad and other relevant IT systems.
- Ability to solve problems through the identification of solutions.

- Proficiency in the application of engineering and construction principles and practices.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Demonstrated ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints
- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).
- Well-developed verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of moderately complex problems.
- Ability to work as a member of multi-disciplinary teams to meet organisational requirements.
- Communication skills, both oral and written, good negotiation and listening skills and conflict resolution skills.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.

- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- A Washington Accord, Degree in Civil Engineering, and/or relevant experience
- Demonstrated experience in or the ability to develop skills in project management, design and supervision of the construction of local government infrastructure.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. A Washington Accord Degree in Civil Engineering, and/or relevant experience
2. Demonstrated experience in or the ability to develop skills in municipal design and supervision of the construction of local government infrastructure
3. Ability to utilise information technology systems including AutoCad, Word, Excel, GIS, and other relevant IT systems
4. Ability to manage own time, set priorities and organise to achieve specific objectives as required despite conflicting tasks.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
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<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> Understands council vision and purpose and how their role fits in Is willing to adapt to changing processes, systems, technology and environments Looks for improvements and better ways of doing things Seeks support and clarification when required
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People Development	
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<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> Displays council values Reflects upon own performance Seeks and acts upon feedback Sets goals for personal and professional development Finds ways to learn and improve in the completion of day-to-day tasks Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing	
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<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> Demonstrates effective time management and prioritising of tasks Is aware of, controls and expresses their own emotions appropriately Recognises when support is needed Accepts responsibility for their own actions and outcomes Is aware of the importance of self-care
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Safety and Risk Management	
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<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> Remains vigilant in ensuring a safe working environment for self and others Is aware of risk and takes action to prevent problems Reports hazards, incidents (including near misses) and compliance concerns in a timely way Understands the importance of honesty and transparency Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets Complies with policies and procedures
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Design work, inspections and administration	Desk and field based duties associated with the role	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external stakeholders Computer use Use of multiple software's Policy development and review Tender specification development Technical drawings Report writing Attend and facilitate meetings Site inspection Operate within a budget 	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting up to 10kg floor to waist	X			
			Carrying up to 10kg at waist height	X			
			Climbing			X	
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching		X		
			Fine motor			X	
			Neck postures				X
			Giving/Accepting instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Interaction with others				X
			Exposure to confrontation	X			
			Respond to change			X	
Prioritisation			X				