

<b>POSITION TITLE</b>	<b>Civil Designer</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Technical Services</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 4</b>
<b>REPORTS TO</b>	<b>Coordinator Technical Services</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

The Civil Designer is responsible for the preparation of infrastructure designs suitable for delivery by both internal and external construction teams. Utilising 12D and AutoCAD software packages, the position is involved in all stages of project development and delivery, including initial site investigation, concept development, detail design and preparation for certification through to providing technical advice to the construction and project management teams to ensure the successful delivery of works.

### Key Responsibilities

- Undertake and document site inspections and recommend site specific design options
- Prepare detailed designs of civil, water, wastewater and facility assets within estimated time and budget parameters
- Prepare draft designs, bills of quantities, cost estimates and construction-ready detailed design plans for the delivery of projects
- Use civil drafting software such as AutoCAD to draft and produce detailed schematic civil design drawings and sheet sets, completed to current industry standards and acceptable engineering standards
- Check and assess civil design and survey information received to ensure that it is technically accurate and sufficient for the specific project
- Undertake research and incorporate innovation in design solutions where appropriate
- Undertake estimates for the delivery of future civil works to assist with budget development and long-term financial planning
- Assist in the preparation and assessment of quotation and tender documentation for the appointment of contractors

- Assess and evaluate works in progress and on completion, to ensure they meet design specifications, regulations, contract provisions and the intent of the project scope
- Keep abreast of relevant engineering practices, industry updates and Australian Standards
- Provide general and/or technical assistance to Design Services, Infrastructure Services and other departments, as required
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Good interpersonal skills
- Sound written and verbal communication skills
- Ability to deliver projects on time and as required by a customer
- Demonstrated understanding of the use of relevant Engineering Design Standards

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C class driver's licence
- A minimum of two years' relevant working experience in engineering design and drafting
- Demonstrated experience in design drafting on civil-related projects
- Proficient in the use of AutoCAD and 12D software
- Queensland Construction White Card, or National equivalent

#### ***Desirable***

- Associate degree or equivalent tertiary qualification
- Experience in undertaking civil technical investigations
- Experience in consulting with public and other government agencies

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3**

**WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last Review Date: 11/04/2024