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| <b>Position:</b>             | <b>Design Engineer</b>                                    |
| <b>Agreement:</b>            | Surf Coast Shire Council Enterprise Agreement 2022 – 2025 |
| <b>Award Classification:</b> | Band 6  |
| <b>Division:</b>             | Placemaking & Environment                                 |
| <b>Department:</b>           | Engineering Services & Assets                             |
| <b>Team:</b>                 | Engineering Services & Design                             |
| <b>Date Reviewed:</b>        | January 2025  |
| <b>Approved By:</b>          | General Manager/Manager                                   |
| <b>Current Incumbent:</b>    | <b>VACANT</b>   |

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this, we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

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## **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

**Position description**

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**POSITION OBJECTIVES**

- To undertake the design of infrastructure projects to be delivered within Surf Coast Shire Capital Works program relating to road, footpath drainage assets.
- Provide professional technical support in relation to developments, civil engineering works and infrastructure projects including engineering survey, investigation and design.
- Preparation of Schedules of quantities and contract specifications for civil design projects.
- Provide functional leadership and technical expertise to drive the successful delivery of civil engineering projects, ensuring alignment with Council's long-term capital works program and strategic objectives.

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Coordinator Engineering Services and Design

Supervises: Consultants, Contractors & Student Engineers

Internal Relationships: All employees and Councillors

External Relationships: Residents, Contractors, Government Organisations, and Consultants

**KEY RESPONSIBILITIES**

- Support the supervisor in the program management of Council's suite of engineering design projects inclusive of the planning, scoping, design and construction phases and participate in the development of policy.
- Prepare computer-generated plans such as concept/functional, detailed designs for Council's capital works program, including road construction, drainage, traffic treatments, parking, footpaths, parks, and sporting facilities, in accordance with Council policy, engineering standards, and codes of practice.
- Prepare engineering computations, design briefs, estimates, and contract specifications for infrastructure projects in accordance with Council policy, engineering standards, and codes of practice.
- Review engineering designs provided by consultants, design engineers, graduate engineers, and student engineers to ensure compliance with Council policy, engineering standards, and codes of practice.
- Project manage design projects, ensuring all approvals, reports, permits, and consultations are obtained and completed for project delivery.
- Manage consultants engaged in civil design projects as part of the annual capital works program, including procurement, evaluation, and contract administration in accordance with Council's Procurement Policy.
- Respond to customer enquiries and requests promptly, adhering to the performance standards outlined in the Customer Service Charter.
- Provide timely, accurate, and courteous responses to queries from both internal and external customers, through telephone, onsite meetings, or written correspondence.
- Provide technical advice during community consultation of projects.
- Assist with assessment and approval of service authority asset installation requests within Council Road reserves.
- Coordinate design activities within the team and with various disciplines.
- Provide technical advice and engineering solutions to identified problems, issues, or opportunities.
- Undertake technical investigations and prepare reports on a range of civil design projects.
- Manage the delivery of small civil projects allocated by the supervisor and update financial reporting.

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**OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Accountable to complete projects under officer's control within budget and time.
- Accountable for own quality of work.
- Authority to approve minor procedural maintenance works within budgetary limitations.
- Ensure design solutions and devices are investigated, planned and implemented in accordance with relevant guidelines, structural policies, procedures and legislation.
- Accountable for ensuring key project internal and external stakeholders are engaged throughout the project.
- Accountable for managing contractors or consultants assisting the delivery of road safety and design projects.
- Accountable for creating and capturing accurate records of the business activities and decision related to the projects, in accordance with approved policy and procedures.
- Coordination of various project elements through structured project management processes.
- Participate in tendering processes as required.

### **JUDGEMENT AND DECISION MAKING**

- Demonstrated judgement and the ability to make analytical decisions based on engineering knowledge and local government experience.
- An innovative approach to problem solving, particularly in regard to cost control and changes in technology and work practices.
- Deliver the design element of projects within time and budget including recommendations of any design alterations for approval.
- Assist in the assessment and analysis of tender submissions including preparing reports to recommend the award of contracts.
- Investigate and advise internal and external customers of actions to be taken in regard to queries or concerns.
- Monitor cash flow and expenditures on projects.
- Guidance and advice is usually available.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Application of appropriate engineering standards to civil projects.
- Knowledge, understanding and ability to apply relevant legislation, policies, procedures, recognised professional standards relating to traffic management and civil engineering.
- Knowledge and understanding of traffic management, safe systems principles and road safety design.
- Knowledge and experience in the application of contract preparation and administration.
- Preparation of preliminary, detailed design and construction drawings and specifications for tenders and management of consultants for the same.
- Budgeting techniques and project cost control.
- Well-developed problem-solving skills.
- Experience in managing and reporting project budgets.

**Position description**

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**MANAGEMENT SKILLS**

- Effectively plan, organise and manage own time to achieve targets within a set timetable.
- Work with consultants and other government departments to achieve project timeframes and budgets.
- Involvement in consultation processes with various internal and external groups.
- Provide direction for staff in the conduct of their duties.
- Ability to manage consultants including contract administration.

**INTERPERSONAL SKILLS**

- Skills in written communications in the preparation of professional correspondence and technical reports.
- Well-developed oral and written communication skills to be applied when dealing with consultants, general public, service authorities and other employees to gain cooperation and assistance.
- Where necessary be involved in the engagement of the community in the design element of the Capital Works Program.
- Ability to engage and work collaboratively with local communities and stakeholders.
- Make decisions while working with a minimum of supervision.

**KEY SELECTION CRITERIA**

**Qualifications and Experience**

- Degree in Civil Engineering or equivalent qualification.
- Experience in municipal or civil engineering field of minimum two years.
- Experience in civil design.
- Experience in Microsoft Office, Auto-CAD, Civil-Site & Civil- 3D.
- Hold Professional Engineering Registration or have reasonable arrangements to obtain it.

**Other desirable requirements**

- Current Victorian driver's license.
- You have the Right to live and work in Australia.
- Construction site safety induction (white) card.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**ORGANISATIONAL RESPONSIBILITIES**

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| <b>Child Safe Standards</b>                              | Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.  |
| <b>Equal Opportunity</b>                                 | Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.                       |
| <b>Fraud and Corruption</b>                              | To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards. |
| <b>Record Keeping</b>                                    | Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.   |
| <b>Right to disconnect</b>                               | In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.  |
| <b>Risk Management and Workplace Health &amp; Safety</b> | Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.   |

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.