

POSITION TITLE: Coordinator Design **POSITION NO:** 2216

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 7 to 8 (dependant on qualifications and experience)

CERTIFIED AGREEMENT: Officers – 2011 **AWARD:** QLGA

DEPARTMENT: Infrastructure

BRANCH: Infrastructure Planning

SECTION: Design

REPORTS TO: Manager Infrastructure Planning

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation - Encouraging an innovative and resourceful workplace.

Ethical Conduct - We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision - This is the driving force behind our actions and responsibilities.

Excellence - Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

Execute Councils capital works and service provision objectives by managing infrastructure planning projects incorporating the fields of surveying, design, drafting and contract management.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Coordinate engineering surveys and designs using civil design packages (AUTOCAD, 12D, Drains) in accordance with relevant standards, local laws, policies.
2. Project manage consultants where required to meet program deliverables.
3. Liaise with the Manager Infrastructure Planning on the engineering requirements for projects and strategic planning of Council infrastructure.
4. Complete investigations, option studies, concept designs, detail designs and technical specifications to required engineering standards, Council policies and guidelines, in compliance with legislation and within required timeframes and allocated budgets.
5. Provide investigation, engineering and design recommendations after giving due consideration to customer requirements, whole of life costs, construction constraints, political landscape, safety, heritage and social environment impacts across the asset lifecycle.
6. Provide technical advice, project direction and leadership to employees to achieve the objectives of the team in the timeframe provided.
7. Effectively and proactively communicate with key stakeholders and customers to ensure detailed understanding of their requirements and seek input at key milestones.
8. Ensure all data and information is presented and stored in an appropriate manner to allow efficient recall and accurate and valid interpretation.

9. Assist the Manager to develop and monitor annual design and investigation works programs and prepare annual budgets.
10. Prepare reports and correspondence as required and disseminate in a timely manner to key stakeholders.
11. Complete additional activities and reasonable directions by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES

- Tertiary qualifications in a relevant field (e.g. Associate Degree in Civil Engineering)
- Minimum requirement of a current C Class driver's licence
- Substantial experience in a civil engineering environment

4. KEY SELECTION CRITERIA

1. Demonstrated knowledge of legislation and recognised engineering publications, technical guidelines, standards and specifications pertaining to civil engineering and asset management.
2. Demonstrated experience in preparing civil engineering designs, including road construction, drainage and water mains, utilising industry relevant guidelines.
3. Demonstrated ability to provide leadership in an environment of change, to maximise team performance and achieve project objectives within timeframes provided.
4. Demonstrated knowledge and experience in the application of civil design packages (e.g. AutoCad, 12D, Drains) and the development of programmes utilising project management principles.
5. High level of oral and written communication skills, with the demonstrated ability to communicate effectively with a range of customers and stakeholders.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Acting General Manager: Tim Low	Signature: 