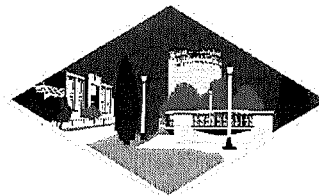


Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Survey & Design Engineer
Department	Operations
Location	Council Offices
Salary Grading	Grade 13 to 15 subject to formal qualifications and experience
Employment Status	Permanent, following completion of the six (6) month probation period
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month. <i>(Note: this is subject to change if determined by the General Manager or delegate)</i>
Supervisor	<ul style="list-style-type: none"> ▪ Manager Roads and Drainage
Staff Reporting to Position	Nil
Key Internal Relationships	<ul style="list-style-type: none"> ▪ Director Operations ▪ Manager Water & Wastewater ▪ Water & WasteWater Engineer ▪ Manager Open Space & Recreation ▪ Manager Planning, Building & Health ▪ Town Planner ▪ Manager ICT ▪ Asset Management & GIS Coordinator ▪ Manager Finance ▪ Accountant ▪ RMCC and Roads Coordinator ▪ Projects Coordinator
Key External Stakeholders	<ul style="list-style-type: none"> ▪ Contractors ▪ Developers ▪ Murrumbidgee Irrigation Ltd ▪ TfNSW ▪ Community

PRIMARY PURPOSE OF POSITION

- ❖ Coordinate / undertake survey and design works primarily for the construction and maintenance of Roads, Drainage and Roadside furnishings in both urban and rural environments, while supporting other areas of operation for time to time.
- ❖ Provide project management and site engineering services on occasion.
- ❖ Support strategic services planning for the Shire.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in the document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used
- ❖ Regularly review and track budget expenditure
- ❖ Develop cost, quantity and time estimates for activities
- ❖ Timely and accurate statutory, internal and external reporting of budget allocations

Strategy:

- ❖ Contribute to the review and updating of internal business processes
- ❖ Contribute to continuous improvements involving internal systems of work
- ❖ Conduct annual review of Section's Operational Plan to establish operational scope and priorities
- ❖ Manage the investigation, design and implementation of new and upgraded facilities in line with Operational Plans

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Ensure accurate records are maintained in Council's corporate systems for all customer queries and complaints
- ❖ Lead, investigate and respond to customer enquiries in a timely manner
- ❖ Monitor customer complaints and ensure issues are resolved in a timely manner
- ❖ Participate in customer and stakeholder forums and meetings.

People Management:

Nil

Operations:

- ❖ Plan, implement and undertake survey works, including drawing of plans from concept through to full construction detail in accordance with all relevant statutory requirements and Council guidelines, policies and procedures
- ❖ Design construction and maintenance projects, having regard to the advice of key internal and external stakeholders, as well as all relevant statutory requirements and Council guidelines, policies and procedures.

- ❖ Oversight civil works projects in the capacity of project manager using Council's project management framework, having regard to delivering in full, on time and to budget and ensuring safety and quality assurance of both people, property and the environment, with actions including but not limited to preparation of specifications, cost estimates / budgets, contracts and risk management.
- ❖ Provide high quality customer service, advice to internal and external stakeholders covering technical/specialist information and other matters related to the exercising of the role, having regard to Council's engineering policies and practices.
- ❖ In association with the Manager Roads & Drainage, Manager Water & WasteWater and Manager Planning, Building & Health, support the development, implementation and review of strategies, plans, policies and guidelines related to all aspects of servicing plans, development engineering, stormwater management and floodplain management.
- ❖ Actively support the collection and accurate collation of information on Council assets across the Shire in collaboration with the Asset Management & GIS Coordinator and the GIS Officer, including but not limited to ensuring comprehensive works as executed plans for completed projects are routinely added to Council's database.
- ❖ On occasions when support is required, assist with the assessment of engineering referrals in a timely manner and provide engineering advice for development applications and construction certificate applications, including recommending appropriate conditions for consents.
- ❖ On occasions when support is required, assist with flood management planning and flood management, including liaison with Murrumbidgee Irrigation and assist when emergencies arise.
- ❖ On occasions when support is required, liaise with the Planning team, other Council officers and external agencies such as emergency services or Murrumbidgee Irrigation with a view to offering or achieving best practice survey and engineering advice, support and problem-solving that is cost effective and fit for purpose.
- ❖ On occasions when support is required, assist with compliance and any court action by providing the necessary technical support .
- ❖ On occasions when support is required, assist with the application of grant funding proposals.
- ❖ Keep accurate records to meet Council's legislative, policy and reporting requirements.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk;
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented;
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development;
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities; and
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences Experience:

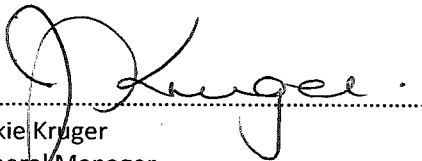
1. Degree in Surveying or Civil Engineering (or equivalent) and/or a minimum of four (4) years relevant Local Government experience.
2. Possess and maintain a current Class C driving licence. Failure to maintain such a licence may result in dismissal.

Skills and Attributes

1. Be a customer focused person with excellent interpersonal skills and negotiation skills and the proven ability to relate well with the general public and fellow employees and maintain positive relationships with all stakeholders.
2. A high level of resourcefulness, including problem solving ability through innovation and resilience in the face of change and a proven ability to develop, implement and deliver projects.
3. A well-developed knowledge of the design, construction and operation of civil infrastructure including roads, drainage, water and sewerage systems, utilising design package 12D or similar, together with proficiency in the use of Robotic and non-robotic total stations, RTK GPS systems, leveling devices and laser equipment, including the interrogation and downloading/uploading of recorded data.
4. Excellent written and verbal communication; the ability to write reports using sound written communication skills.
5. Excellent organisational and time management skills, including the ability to set realistic goals and develop plans to achieve them.
6. A high level of computer literacy in the use of a variety of software applications including MS Office Suite, AutoCAD, GIS (QGIS preferred), flood modelling software, web-based products and information management systems.

Desirable

- Experience in survey and design in a transport or local government context.
- Possess and maintain a WorkCover Construction Induction (White Card).



Jackie Kruger
General Manager

I hereby accept the terms and conditions set out in this position description for Survey & Design Engineer.

Dated this day of 20.....

.....
Signature

