Position Description

Senior Design Engineer

Title: SENIOR DESIGN ENGINEER
Award: Parts A and B Swan Hill Rural City Council Enterprise Agreement 2014
Classification: SENIOR EXECUTIVE OFFICER
Name of Occupant: VACANT
      (Signature) ______________________________
Approved: MAZEN ALDAGHSTANI
     Engineering Projects and Assets Manager
      (Signature) ______________________________
     ROSANNE KAVA
     Acting Director Infrastructure
      (Signature) ______________________________
Date: ______________________________

Records Only: Document ID Number:
File Number:
Accountability Statement
This position is accountable to the Engineering Projects & Assets Manager for leading a team in the provision of efficient and effective engineering design and investigation technical assistance and support to the Engineering Services – Design and Investigation Program. The position will also provide strategic direction and develop policy and standards in regards to engineering service provision.

Position Objective
- To carry out investigations and provide technical assistance related to the design and documentation of Council projects and other issues addressed by Engineering Services - Design and Investigation.

Key Responsibility Areas
Responsibilities include:
- Investigate customer requests in a timely manner and develop and implement solutions in accordance with industry best practice, Council policy and budgetary requirements, ensuring Council is proactive and responsive to community needs and expectations.
- Prepare correspondence for the Manager, Director or CEO in relation to Council decisions and reply to enquires from the general public.
- Supervise and carry out topographic surveys and provide base plans for the design of engineering works and set out civil engineering works to allow for construction.
- Organise the implementation of Capital and Recurrent Works and Major Projects, as allocated by the Engineering Projects & Assets Manager.
- Supervise and prepare detailed design drawings from information obtained in surveys using computer based programs such as AutoCAD and CivilCAD.
- Prepare cost estimates and complete tender specifications for engineering works.
- Ensure works carried out by contractors for Council within area of responsibility meet the specifications and standards required by Council and in particular OH&S requirements.
- Ensure Planning and Building permit applications are checked for their compliance with the Engineering Standards.
- Undertake general office administration including plan printing, requisitions, filing, public enquiries and liaise with other Council departments and Service Authorities.
- Arrange for the maintenance of specialised design office equipment and requisition of consumables.
- Maintain the technical reference and standards library, and the plan file and index.

Policy/Planning
- Support the strategic and business planning, and policy development functions of the Engineering Services – Design and Investigation Program.
- Provide advice to the Engineering Projects & Assets Manager, the Director Infrastructure and the Executive Leadership Team on strategic issues.
Administration and Reporting

- Ensure administrative processes, including service agreements, are completed with all relevant agencies.
- Ensure all statutory requirements relative to the Engineering Services – Design and Investigation Program are met.
- Maintain appropriate links with professional bodies in order to capitalise on opportunities, and to remain informed of current trends in Engineering.

Financial

- Support the Engineering Projects & Assets Manager in the development of Budget proposals and the utilisation of resources in area of responsibility in accordance with approved budgetary expenditure.
- Ensure effective project management that enables Engineering design and construction projects assigned to the Unit to be delivered in accordance with the intent of Council, on time and on budget.

Human & Other Resource Management

- Supervise and develop staff within the Unit including appropriate delegation and monitoring of responsibilities, assist with recruitment, performance management, analysis and implementation of training requirements, succession planning and annual performance reviews.
- Participate in and promote a culture within Engineering Services – Investigation and Design are which places a strong emphasis on customer service, inter-department cooperation and the development of efficient work practices.

Occupational Health and Safety

- Work safely and not place at risk the health and safety of other workers or the public.
- Comply with all Occupational Health and Safety procedures and requirements.
- Understand and observe Council's Risk Management Policy and related Procedures and undertake the requirements of the position with reasonable care in relation to personal health and safety and the health and safety of other staff.

Accountability and Extent of Authority

The Officer is accountable for the following:

- Achieving the agreed key responsibilities of the position.
- Maintaining the integrity and timeliness of projects under the position’s control.
- Ensuring adequate maintenance of specialised design office equipment.
- Ensuring the provision of a quality customer request system in accordance with established guidelines and procedures.
- Developing and recommending Council policies relevant to the functions of the position.
- Accountable for the effective and efficient use of resources, including staff, plant and equipment.
- Supervising and directing Contractors engaged on projects under the position’s control.
• Identifying and recommending practical and economical design solutions for projects under the position’s control.

Judgement and Decision Making

• This position requires problem solving skills and will assist with policy development, and with identification and development of options for consideration by the Engineering Projects & Assets Manager and the Executive.

• This position has the freedom to act in carrying out those duties and responsibilities specified in this position description, utilising personal judgement in the allocation of time and resources.

• The incumbent shall operate within the scope of the Council Plan, in accordance with the resources provided in the Annual Budget and will be guided by the priorities as determined and agreed with the Engineering Projects & Assets Manager.

• The position will identify and analyse appropriate procedures, methods and technology to meet the needs of the Investigation and Design Unit.

Specialist Skills and Knowledge

• Understanding of engineering requirements within local government and ability to provide guidance and advice on same.

• Report writing skills.

• Competent with Computer Software packages particularly Autocad, MS Project and Excel

• General knowledge of the function of all programs of the Council.

• Knowledge of Technical Drawing Standards

• Competent computer software and administration skills.

• High level of written and oral communication skills.

• Understanding of budgets, accounting and financial procedures

• Understanding of the long term goals of the wider organisation and its values and aspirations and of the legal and socio-economic and political context in which it operates.

Management Skills

• Understanding of human, interpersonal and physical resource management skills.

• Understanding of modern staff supervision/people management methods Ability to establish priorities, and to achieve targets despite conflicting pressures.

• Ability to set priorities and plan and organise own work to achieve specific objectives.

• Ability to effectively communicate and negotiate with management and staff and develop ownership and compliance with established processes and procedures.

• The ability to work independently within the Council policy framework to meet specified objectives.

• Ability to manage projects within set timelines and budgetary restraints.

• Ability to prepare clear and concise reports.

• Capacity to maintain progress against agreed standards and take appropriate action.
Interpersonal Skills

• Excellent written and oral communication, negotiation and resolution skills.
• Demonstrated initiative and innovative approaches to problem solving and decision-making.
• Ability to persuade, convince or negotiate with clients, member of the public, other employees and persons in other organisations in the pursuit and achievement of specific and set objectives.
• Ability to establish and sustain positive working relationships, internal and external to the organisation, is critical to the position.
• Commitment to work within a team environment.
• High level public relations liaison and communication skills.
• Demonstrated ability to communicate in responsive and courteous manner particularly in dealings with the public.
• Ability to prepare clear concise reports in area of expertise.
• Ability to represent Management in a wide range of situations related to the position.
• Possess leadership skills, be self-motivated, be able to motivate and develop other employees and demonstrate enthusiasm in the performance of duties.

Qualifications and Experience

• Possess a Civil Engineering Degree or equivalent.
• At least 5 years experience as a practicing Engineer, preferably within the Local Government Environment.
• Project management experience.
• Qualification and/or experience with computer applications
• Victorian Drivers licence

Organisational Relationships

Reports to: Engineering Projects & Assets Manager
Supervises: Engineer
            Engineer Assistant
            Technical Officer (Survey)
            Technical Officer
            May act as Acting Engineering Projects & Assets Manager from time to time

Internal Liaisons: Engineering Services and other departments and staff
External Liaisons: Ratepayers and General Public
                    Service Authorities
Performance Criteria
The performance of the Officer will be formally reviewed annually, and shall take into consideration performance against both key indicators and specific objectives set for the term of the review.

Key Performance Indicators
- Performance against key requirements of the position description.
- Planning and organisational abilities.
- Communication and team work within the Officer’s work area and across the organisation.
- Productivity levels
- Technical and Operational Skills
- Customer Service competencies

Key Selection Criteria
- Relevant tertiary qualifications in Civil Engineering or equivalent and demonstrable experience in engineering design.
- Demonstrable experience in the investigation, and preparation of detailed design plans, cost estimates and material procurement for municipal works and contracts.
- Understanding of budgetary and financial management requirements of Local Government.
- Possess a thorough understanding of the implementation of design and construction principles together with the competent application of associated techniques.
- Demonstrated experience in strategy development and project management in an engineering field.
- Possession of well developed communication skills, both verbal and written in negotiation, facilitation, report preparation and conflict resolution.