

## POSITION DESCRIPTION

<b>Position Title</b>	Team Leader Civil Design and Survey
<b>Position Number</b>	34180
<b>Division</b>	Community Assets
<b>Branch</b>	Assets and Design Services
<b>Grade</b>	19
<b>Special Requirements</b>	Drivers licence Ability to work flexible hours, including attending meetings outside normal working hours
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Healthy Urban and Natural Environments
<b>Reports to:</b>	Manager Assets and Design Services
<b>Position Purpose</b>	
To lead and supervise the Civil Design and Survey Team to ensure that engineering design initiatives meet strategic outcomes.	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Civil Design Services</li> <li>• Branch Activities</li> <li>• Customer Service</li> <li>• Corporate Core Values</li> </ul>	
<b>Key Duties &amp; Responsibilities</b>	
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Display Councils Core value of Leadership, including all aspects of staff supervision, guidance and the demonstration of role model behaviours.</li> </ul> <p><b>Civil Design Services</b></p> <ul style="list-style-type: none"> <li>• Lead and coordinate the operations of Council's Civil Design and Survey Team</li> <li>• Prepare design briefs with project stakeholders &amp; coordinate investigations, planning and design to deliver documentation for efficient and sustainable projects</li> </ul>	

- Ensure designs & services meet relevant project requirements, standards, policies and legislation
- Ensure project management, documentation and reporting is satisfactory and in accordance with Council's Project Management Framework
- Responsible for monitoring and expenditure of the team's budget, within the position's financial delegation.
- Manage Team staff, consultants and contractors to achieve design program objectives.
- Preparation and coordination of grant funding applications for various design related projects.
- Contribute to the development of the Branch budget process.
- Assist in the ongoing review & updating of Council's engineering specifications and cost estimating system.
- Manage the joint development of survey, engineering and design policies and procedures within the Division/Council.
- Report on progress in the implementation of Council's Civil Design and Survey Program.
- Investigate, evaluate, recommend, conclude and report on various engineering and design related matters.
- Prepare detailed relevant reports to Council.
- Initiate, assist and contribute to the development of engineering design policies and practices for current and future facilities.
- Provide an efficient supervision and inspection service throughout construction of design projects.
- Evaluate, appraise and recommend appropriate infrastructure needs for engineering, environmental and traffic related facilities.
- Ensure all environmental requirements are achieved in relation to implementation of design team projects.
- Maintain current knowledge of standards, legislation, policy and procedures that impact all aspects of the role.
- Maintain, implement and remain abreast of Council standards, corporate policies and procedures across the team.
- Manage various approval and referral processes related to Roads management

#### **Branch Activities**

- Improve service delivery of Civil Design and Survey Team operations.
- Contribute to Growth Area Management
- Contribute to development and review of policy and procedures.
- Contribute to the achievement of Division goals.
- Represent Council and provide community liaison.
- Provide customer service focused responses to enquiries regarding engineering design matters.
- Other relevant duties which may be required by the Manager or Director from time to time
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

#### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

#### **Corporate Core Values.**

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

#### **WHS Responsibility**

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

- Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix (attached)

### Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Essential and Desirable Criteria

#### Essential

- Degree level qualification in Civil Engineering
- Extensive experience in the planning, investigation, design and estimation of civil engineering projects
- Proficient computer skills and experience in software packages such as: Autocad, Civil3D, Drains, MS Office Suite etc
- Demonstrated ability to lead, motivate and coordinate a civil based design team to achieve design outcomes within budget and to defined timeframes.
- Detailed knowledge of engineering design standards, guidelines and practices.
- Excellent written and oral communication skills, the ability to relate well to internal and external clients and communicate to a range of audiences.
- High level negotiation and dispute resolution skills.
- Demonstrated high level application of analytical, creative thinking and problem-solving skills.
- Capacity to make decisions where there are competing needs.
- Demonstrated commitment to professional development & learning
- Knowledge of Local Government procedures and statutory requirements
- Ability to review processes and procedures applied to improve service delivery.

#### Desirable

- Registered Professional Engineer
- Post Graduate qualifications/training in a related management field.
- Experience using Authority & HP TRIM Software packages

#### Prepared By

Manager Assets and Design

#### Date Prepared

January 2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	