



**HINDMARSH SHIRE COUNCIL**

**POSITION DESCRIPTION**

**1. POSITION IDENTIFICATION:**

**Position:** Civil Engineer  
**Department:** Infrastructure Services  
**Starting Point/Location:** Nhill  
**Classification:** Band 6 per the Hindmarsh Shire Council Enterprise Agreement  
**Employment Type:** Full Time, Permanent

**2. CURRENCY:**

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Prepared By:** Helen Thomson **Date:** 23 July 2020

**Approved By:** Angela Hoy **Date:** 23 July 2020

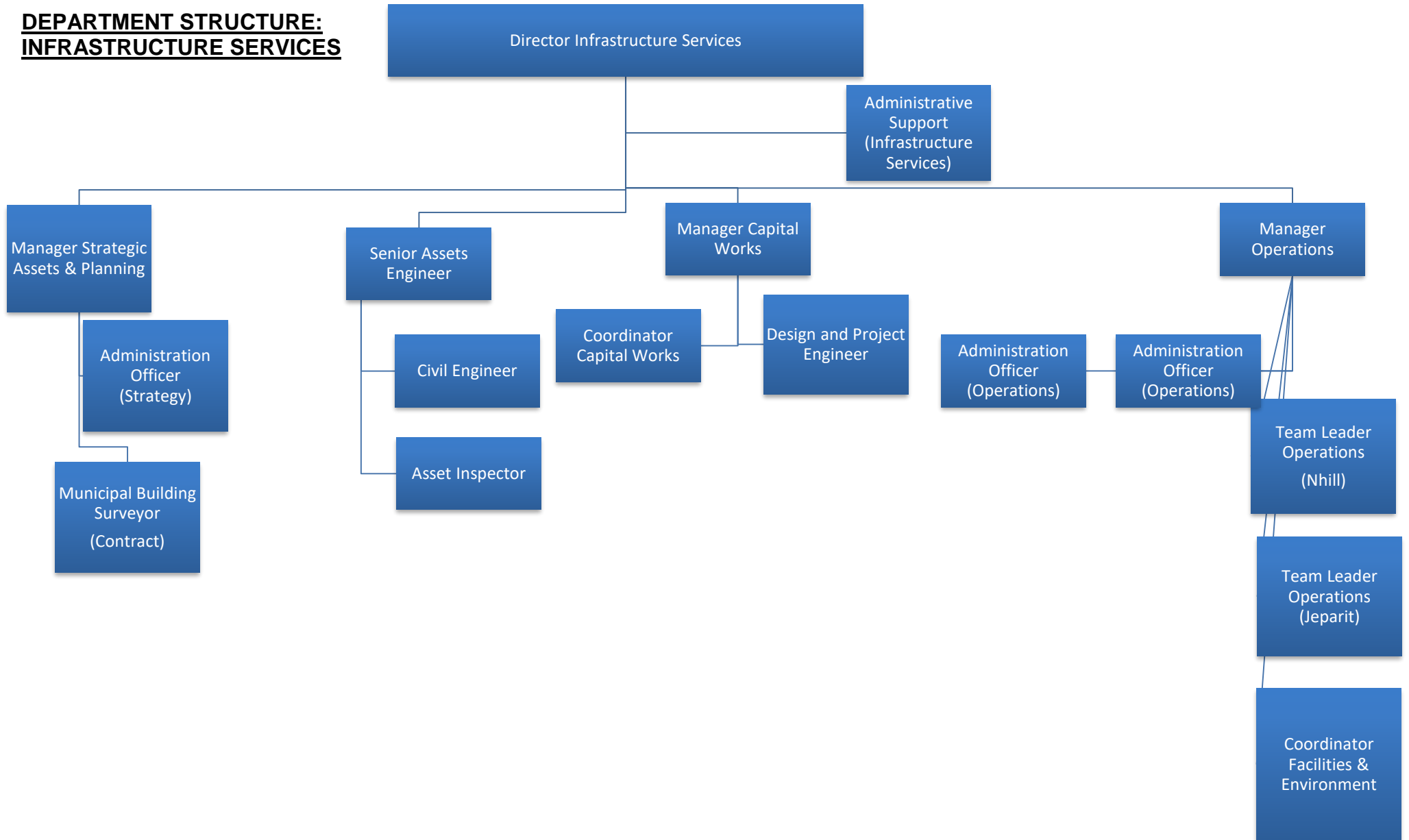
**H.R Approved:** Helen Thomson **Date:** 23 July 2020

**CEO Approved:** Greg Wood **Date:** 23 July 2020

## Employment Details for the Position of: Civil Engineer

|                                |   |
|--------------------------------|---|
| <u>Status:</u>                 | Full Time, Permanent  |
| <u>Location:</u>               | The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill or as otherwise required by the CEO.   |
| <u>Enterprise Agreement:</u>   | Hindmarsh Shire Council Enterprise Agreement No 9, 2019   |
| <u>Classification:</u>         | Band 6  |
| <u>Salary:</u>                 | \$41.73 per hour  |
| <u>Superannuation:</u>         | Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.                 |
| <u>Hours:</u>                  | Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.<br><br>The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period. |
| <u>Qualifying Period:</u>      | This position is subject to an initial six (6) month qualifying period.   |
| <u>Annual Leave:</u>           | Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading   |
| <u>Sick Leave:</u>             | Twelve (12) days sick leave pro rata per annum.   |
| <u>Long Service Leave:</u>     | Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.        |
| <u>Pre-Employment Medical:</u> | It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.   |
| <u>Police Check:</u>           | It is a condition of employment that appointees must undertake a police check prior to commencement of work.  |

**DEPARTMENT STRUCTURE:**  
**INFRASTRUCTURE SERVICES**



### **3. POSITION OBJECTIVES:**

#### **The objectives of the position are to:**

- Support and assist the Manager in the effective operation of the Infrastructure Department, including project and asset management, design, construction and maintenance operations.
- Provide advice and support for project management, asset management, design, construction and maintenance works regarding infrastructure projects.
- Coordinate investigations and design of infrastructure projects.
- To assist the Manager with strategic planning for infrastructure.
- Provide a technical link between the community and Council on a range of infrastructure projects.
- Provide accurate and timely advice to queries from the general public, residents and ratepayers.

### **4. KEY RESPONSIBILITY AREAS:**

#### **Duties of the Position**

- Provide technical support to the Infrastructure Team for the organisation, supervision and construction of works so as to ensure that they are constructed and maintained in accordance with approved designs and appropriate industry codes/ standards, and within budget estimates.
- Provide accurate cost estimates for construction and maintenance works.
- Assist in managing contracts in accordance with established principles and practices, including preparation of tender specifications and tender submissions; preparation of the contract document; and the administration and supervision of the contract.
- Assist in the establishment, development and maintenance of systems and procedures used within the Infrastructure Team.
- Liaise with the public, receive and take action to resolve their enquiries; and liaise with and assist the Manager to collate and co-ordinate public enquiries from various sources, including CARS (Customer Action Requests), and ensure appropriate responses.
- Prepare project briefs including scoping and cost estimates for identified capital works projects.
- Assist Manager with activities including survey, and general municipal engineering design activities including preparation of AutoCAD drawings, contract documentation and general engineering documentation.
- Assist the Manager to prepare specifications, tender/quotation documents, carry out tender evaluations and general contract administration.
- Respond to traffic management related issues ensuring compliance with standards. Prepare traffic management plans for infrastructure projects and review compliance of traffic management plans for events.
- Assist with planning and building referrals concerning drainage and access requirements.
- Manage Road Opening Permit applications.
- Perform other duties within the scope of the employee's skills, competence and training as directed by the Manager to assist with the performance of the objectives of the Infrastructure Services Directorate.

#### **Corporate Responsibilities**

- Promote excellence in customer service and respond in a timely manner to internal and external

customers.

- Liaise with external agencies in a professional manner as directed by the Manager.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to date knowledge of infrastructure design and construction principles and practices and regulatory requirements.
- Comply with Council policies and procedures.
- Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management Policy.
- Contribute to the continuous improvement and productivity of the organization's operations.

#### **General Responsibilities**

- Attend relevant training programs approved by the Manager.

#### **5. ORGANISATIONAL RELATIONSHIPS:**

|                    |  |
|--------------------|--|
| Reports to:        | Senior Assets Engineer   |
| Supervises:        | Nil  |
| Internal Contacts: | Director Infrastructure Services, Manager Capital Works, Manager Operations, Design and Project Engineer, Capital Works Coordinator, other staff |
| External Contacts: | General public, other councils, government and statutory authorities   |

#### **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety.
- Notify the Manager of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

## **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for the quality, effectiveness, compliance of programs and projects as allocated, within budgetary constraints and completion within agreed time frames.
- Freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken is limited to the quality or cost of the programs and projects being managed.
- The position manages resources and provides input into policy development.

## **9. JUDGEMENT AND DECISION MAKING:**

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- The work involves improving and developing methods and techniques based on previous experience.
- The work involves applying problem solving techniques to new situations.
- Guidance and advice are usually available.
- A proactive approach to decision making is required

## **10. SPECIALIST KNOWLEDGE AND SKILLS:**

- A sound understanding of:
  - Civil projects, including but not limited to road and drainage;
  - Cost estimates for construction and maintenance works;
  - Construction project budget control;
  - Heavy plant used within council for civil works projects;
  - Procurement policies;
  - The relevant technology, procedures and processes used within the Infrastructure Department;
  - The long term goals of the Infrastructure Department and of the relevant policies of both the department and the Council; and
  - The function of the position within its organizational context, including relevant policies, regulations and precedents.
- Well-developed communication skills in dealing with staff, senior management and representatives of Government Agencies.
- Ability to provide high level written and verbal reports.

- Ability to work to deadlines.

**11. MANAGEMENT SKILLS:**

- Manage one's own time, set priorities, plan and organise work in order to meet objectives
- Ability to manage change and be innovative.
- The ability to implement personnel practices particularly those related to occupational health and safety and equal employment.

**12. INTER-PERSONAL SKILLS:**

- Ability to gain co-operation and assistance from contractors, members of the public and other employees.
- Well-developed communication skills and interpersonal skills.
- Ability to effectively represent the Council at the community level and at other levels of government.

**13. QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification in Civil Engineering or significant experience in civil engineering construction and maintenance operations.
- Experience in contract administration, contract supervision, tendering and quality assurance practices.
- Knowledge of Asset Management principles and practices.
- Knowledge of relevant Australian Standards, Codes of Practice and current design practices.
- Experience in project management.
- Knowledge of computer systems and software which relate to engineering work.
- Experience and skills associated with dealing with public and internal enquiries.
- Experience in initiating, implementing and responding positively to change.

**14. EQUAL OPPORTUNITY:**

Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

**15. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**16. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

- Technical knowledge in civil engineering, including contract administration.
- Well-developed written and verbal communication skills, and ability to work as part of a team.
- Knowledge of / proficiency in the use of survey equipment
- Knowledge of / proficiency in the use of engineering software including CAD, GIS, Asset Management software and the Microsoft office products.
- Relevant post-secondary qualification, preferably a tertiary qualification in Civil Engineering.
- Experience in the management of civil engineering projects would be an advantage.
- Current Australian Driver's License.

**-- END --**