



Position Description

Position Title	Civil Design and Survey Officer – Technical Services
Directorate	Sustainable Development and Infrastructure
Level	Level 6/7
Reports to	Coordinator Technical Services
Directly responsible for	N/A
Primary Location	Technical Services – Margaret River Depot
Delegation	N/A

Position Overview

To contribute to the efficient running of the Sustainable Development and Infrastructure Services Directorate by providing design, drafting and technical advice to the Coordinator Technical Services, Technical Services team and contributing to the delivery of capital works projects in a civil engineering industry.

This role includes the following key functions:

- Carry out detailed design, drafting and estimating of a variety of municipal capital works projects including (but not limited to); earthworks, roads, intersections, carparks, footpaths, drainage and related civil works.
- Provide accurate technical design advice on new capital and renewal infrastructure projects internally.
- Engage and provide instruction to consultants and contractors for civil design, engineering, surveying, service location, and pegging out.
- Liaise with other divisions, government departments and utility authorities on matters relating to design and planning of works within the Shire.
- Provide internal customers with technical civil design and survey expertise in relation to drawings and project delivery.
- Review drawings and designs by others.
- Assist the Coordinator Technical Services, Project Manager and Manager Major Projects with the delivery of projects and the annual Capital Works Program.



Position Responsibilities

Key functions	Specific duties	% Time
Civil Design	<ul style="list-style-type: none"> Design, coordinate, manage and deliver survey and design projects as listed in the annual capital works program and future works programs, ensuring all relevant standards and guidelines are met. Prepare accurate drawings, works schedules, estimates and technical specifications for all projects including road works, drainage works, traffic management and any other civil works associated with local government. Undertake detailed analysis of existing drainage networks and undertake detailed design of new drainage networks that comply with current design practices. Undertake investigations and inspections into infrastructure and design problems of projects as required. Provide technical advice and recommendations to internal and external customers, including the communication of specifications. Liaise with service authorities to obtain all information and approvals necessary to complete projects. Coordination of feature survey and geotechnical investigation as required. Monitor consultants and contractors, ensuring Shire's requirements relative to each project are met. 	45%
Survey	<ul style="list-style-type: none"> Collect survey data of existing site features, interpret information, make assessments/design decisions and create design plans including quantity surveying. Set out survey and design information for construction projects. Complete surveying and pegging requirements at commencement and throughout progress of works to assist construction crews. Assist in data collection for road asset information, including As-Constructed information and traffic counts. Arrange and provide public consultation for design projects. Request Before You Dig information for projects and undertake service location on site where relevant. Undertake quantity survey and cost estimate projects. 	30%



Financial Management	<ul style="list-style-type: none"> • Assist with the preparation and monitoring of design budgets and ten year works programme. • Raise purchase orders for and process invoices in a timely and accurate manner ensuring cost codes used are in accordance with the budget. 	5%
Contractor Management	<ul style="list-style-type: none"> • Supervise performance of Contractors on site to maintain compliance with detailed design plans, legislation and industry requirements. • Interpret and communicate complex detailed plans and designs to Contractors for the purpose of project delivery and contract implementation. • Perform duties as required on behalf of the Shire while undertaking role as Principal's Representative during construction stage including contractor liaison, site inspections, technical advice concerning works and quality assurance of infrastructure projects. • Support implementation of Contractor Management framework process for the effective supervision and delivery of contractor delivered infrastructure projects. • Undertake project and financial management of annual infrastructure programs concerning contractor delivery. • Undertake contractor performance appraisals and review of contractor suitability. • Prepare technical specifications for the purpose of procurement and engagement of technical contracts. • Assist in the preparation and technical expertise input of Requests for Quotations, Request for Tenders and Expressions of Interests. • Monitor and report on financial standing of projects throughout various stages of project delivery. • Coordinate contractor and sub-contractor programming for works throughout delivery of complex projects and implement scopes of works as captured in contractual documentation. • Facilitate on site and regular contractor meetings throughout delivery of projects. • Assist in preparation of Procurement Plans for projects. • Assist with dispute resolution of contractor performance issues. • Facilitate and assist in problem solving for contractor dispute resolution. • Work under limited direction for delivery and supervision of Contractor performance and quality assurance monitoring. 	10%



Work Health and Safety	<ul style="list-style-type: none"> • Prepare detailed hazard and risk assessments for Worker Health and Safety in accordance with Work Health and Safety policies, procedures, standards and legislations. • Implement risk management procedures and policies in accordance with Work Health and Safety legislation. • Receive and review contractor Work Health and Safety documentation and monitor contractor performance for the implementation of said documentation. • Undertake Work Health and Safety inspections and audits. • Monitor performance of contractors, including adherence to design, the relevant Australian Standards, Work Health and Safety standards and traffic control requirements in accordance with procedures adopted by the Shire. • Review Safety in Design reports prepared by external consultants for the Shire and make detailed technical recommendations to the Coordinator Technical Services. • Assist in delivery and supervision of infrastructure projects allocated by the Coordinator Technical Services. • Undertake hazard identification and risk assessments as part of project inception phase and make technical recommendation regarding suitability for managing risks throughout delivery of projects to the Coordinator Technical Services. 	5%
Asset Management	<ul style="list-style-type: none"> • Provide technical expertise and input into the preparation of Annual Budgets, Forward Capital Works Program and Long-Term Financial Plan. • Assist in engineering design and analysis of existing assets at an intermediate level to inform design of roads, carparks, drainage and other civil infrastructure. • Assist in design, analysis and review of existing drainage networks to prepare the scope of works for detailed design and delivery documents for future renewal projects. • Assist in the preparation of detailed schedules of quantities, cost estimates and technical specifications for civil design projects including road works, drainage works, traffic management and any other civil works associated with delivery of projects. • Gather as-constructed and as-built data for the entry into the Shire's asset management system. 	5%



Position Requirements

Essential

- Experience within a local government environment with knowledge of legislative and procedural requirements.
- Experience in Design and Survey for civil construction.
- Demonstrated ability to work as a member of multi-disciplinary teams including Technical Officers and Engineers to meet organisational requirements.
- Formal qualifications or competencies – Tertiary or Diploma in Civil Engineering or Surveying or similar.
- High degree of competency in use of “AutoCAD Civil 3D”, “Civil Site Design” and/or similar computer aided design/drafting software packages for the preparation of concept and detailed design drawings for road and drainage construction in accordance with standards and guidelines.
- Knowledge and familiarity of the relevant Australian Standards, legislation and regulations relating to the provision of engineering services, including Main Roads WA Technical Standards, Austroads technical notes and Shire standards of construction.
- Knowledge of relevant Legislation, Regulations, Contract Law including WHS Legislation, Road Traffic Code, Local Government Act, relevant design standards and General Conditions of Contract.
- Developed knowledge and experience in interpreting complex engineering design plans in civil construction and infrastructure maintenance industry, primarily in the areas of roads, drainage and the provision of public infrastructure.
- Demonstrated experience liaising and managing design, survey and service location consultants and contractors for infrastructure projects to maintain a high standard of output and adherence to relevant standards, designs, legislation and regulations.
- Developed and effective communication and interpersonal skills including the ability to provide sound technical advice to a variety of internal and external stakeholders.
- Strong written documentation and comprehension skills.
- Intermediate knowledge of Microsoft Office Suite – Word, Excel, Outlook and Project.
- Working knowledge of Work Health and Safety legislative requirements.
- Current WA C-Class driver’s licence.
- Complete surveying and pegging requirements at the commencement and throughout progress of works and/or to liaise with Coordinator Technical Services and Project Managers to oversee contractors providing survey, pegging, service location and line marking services.
- Provide technical advice and knowledge input to other internal departments such as Assets Services, GIS team, ITC, Strategic Planning, Works as requested through Coordinator Technical Services.
- Schedule and maintain surveying equipment, including servicing, calibration, planned renewal and replacement, tools, not limited to hardware and software.



Position Desirables

- Bachelor Degree in Civil Engineering, Technology or Surveying or similar.
- Experience in the use of computer applications for infrastructure design such as AutoCAD Civil 3D, Civil Site Design or similar computed aided design/drafting software packages for the development and review of concept and detailed design drawings.
- Experience in quantity surveying and developing financial proposals.
- Experience within a Local Government environment.
- Experience in WHS on construction sites.

Key Relationships

Internal	External
CEO Directors Manager Waste and Major Projects Other Business Unit Managers Coordinator Technical Services Other Business Unit Coordinators Project Managers Design Engineer Supervisors Leading Hands Works staff Operations staff Councillors Shire Staff	General Public Community members and groups Contractors, sub-contractors and material suppliers Public utilities and authorities State and Federal Government departments Associations of Local Government

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date