

POSITION DESCRIPTION



Position Title: Engineering Design Officer	Position Number: ENG-8
Department: Engineering	Accountable to: Coordinator Engineering Design
Level and Step:	Salary Range:
Responsible for the supervision of: No direct/ indirect supervisory responsibilities	

Primary purpose of the position	Civil Designing supportive service for the implementation of the Annual Capital Works Programme, preparation of concept plans and costs estimates for grant funding and to ensure that design documentation complies with statutory regulation, stakeholder requirements, Council Policies and objectives. Project management the implementation of some critical projects.
Key accountabilities	<ol style="list-style-type: none"> 1. Prepare and maintain drawings required as required by the Engineering Design Coordinator for the design of roads, drainage, sewerage and other municipal and civil projects; 2. Prepare charts, diagrams and presentations as required by the Engineering Design Coordinator; 3. Carry out surveying and site setting out of works as required by the Engineering Design Coordinator; 4. Assist with the maintenance and updating of infrastructure assets data for roads, parks and gardens, sewerage, effluent and drainage and roadside furniture in accordance with requirements of AAS27, including the use of ROMAN and other asset management software; 5. Assist the Engineering Design Coordinator with implementation of project works as required, including arranging quotes and orders for service relocations and supply of materials and contract services; 6. Liaise with public utilities and authorities for the co-operation of works and the protection of the City's assets; 7. Liaise with the City's staff, general public and public authorities and advise on matters of Council policy and Engineering requirements/standards; 8. Respond to enquiries, requests and complaints from internal and external customers; 9. Assist with the establishment and maintenance of an engineering technical library and standards; 10. Publish, maintain and review all associated processes and procedures using Promapp, to meet the required timelines of the City; 11. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others; 12. Other accountabilities and responsibilities as directed by the Manager Infrastructure Services and/or General Manager Infrastructure and Environment.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards. 5. Apply knowledge and skills to ensure consistent quality outcomes.

Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Prepare and deliver design documentation to meet the set of objectives in terms of timeline, stakeholder consultation, quality, safety and legislative compliance with a value engineering focus. 2. Successful implementation of the Plan-Do-Track-Check-Act cycle for continuous improvement of the design outcome; 3. Capital projects are completed in time with a qualitative design and project outcome. 4. Review, improve and develop the design system and standards to support design function. 5. Complete customer queries within the required timeframes of the City 6. Oversee the Linemarking and Signage Program to meet all Safety requirements and MRWA Standards to support the Road Resurfacing Programme with a good outcome 7. Oversee the Traffic counter data collection and regular updates on Intramap 8. Ensure the team meet WHS requirement of the City 	
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Degree in Civil Engineering and/or Design or equivalent relevant experience 2. Discipline knowledge in engineering infrastructure design specifically roads, drainage, and cost estimating. 3. Developed verbal and written communication skills, including report writing; 4. Demonstrated ability to use relevant industry software applications such as; AutoCAD, Civil 3D Microsoft programs including PowerPoint, and Excel in the production of all facets of project work. 5. Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines. 6. Proficiency in ensuring all design work complies with Council's internal policies and other external regulatory requirements and industry guidelines. 7. Current satisfactory National Police Clearance; 8. Current WA "C" Class (manual) driver's licence. 	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name:
(please print):

Employee Signature:

Date:

Position COA Number: 92010112