

POSITION DESCRIPTION

Civil Design Lead (POS2589)

Directorate:	Operations	Department:	Western Sydney Infrastructure Grants Program (WSIGP) Project Delivery Team
Position Grade:	16	Reports to:	Project Manager - streetscapes
Last review:	February 2024	Next review:	February 2025
		Version No.:	1.0

Position Purpose:

To carry out engineering investigations, develop design, undertake drafting and prepare civil cost estimates, quantities and specifications for tender and construction purposes of civil infrastructure streetscapes projects for WSIGP and other projects within the portfolio as required.

Key accountabilities/responsibilities:

- 1) Estimating the time required to undertake design works.
- 2) Preparing concept and detailed design plans as well as requests for information during tender and construction stages for streetscapes, roads, shared paths, footpaths, retaining walls, car parks, driveways, minor and major drainage systems, open channels, structural details and other civil infrastructure projects as required.
- 3) Undertaking the concept and detailed design using 12D, 12D Drainage or DRAINS program, MUSIC for water quality and TUFLOW, AutoTURN, and AutoCAD programs in accordance with Liverpool City Council's Engineering Design process.
- 4) Preparing civil construction cost estimate and quantities and undertake review of estimates prepared by external consultants as needed.
- 5) Undertaking underground services investigations such as BYDA (Before you dig Australia) information or potholing, etc.
- 6) Checking and assessing design and survey information received to ensure that it is technically accurate and sufficient for the specific project.
- 7) Checking plans and completing QA forms in accordance with Liverpool City Council Civil Engineering Design and Survey process
- 8) Liaising with Project Manager and Urban Design Lead and other internal/external stakeholders, as required, about design progress and variations, in accordance with Council's Civil Engineering Design and Survey process.
- 9) Using and sharing your AutoCAD and design knowledge and experience with other team members in the most efficient and effective manner
- 10) Undertake Safety in design consultation and prepare a report in accordance with Council's standard policy.
- 11) Liaise with statutory authorities as required in the preparation of design.

Decisions made in the position:

- 1) Analysis of various design concepts and selecting the best design concept based on safety, budget and construction method.
- 2) Selection of suitable design parameters
- 3) Contribute to the selection of consultants and contractors

Decisions referred:

- 1) Expenditure over the delegated limit

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Key issues/challenges:

- 1) Completion of designs to a professional standard within an agreed timescale and estimate.
- 2) Prepare and document designs in accordance with technical detail, specification and QA procedures
- 3) Prepare detailed estimates for civil design projects.
- 4) Minimise rework of designs as much as possible
- 5) Design presentation to be in accordance with the Liverpool Council's design and drafting standards.
- 6) Keep abreast of engineering practices, Liverpool City Council engineering standards and guidelines, Australian Standards, Austroads, ARRB, Transport for NSW guidelines and relevant technical manuals

Key working relationships

- Project Manager Western Sydney Infrastructure Grants Program – Streetscapes
- Urban Design Lead WSIGP
- WSIGP Project Delivery Team
- Traffic Engineers
- Consultants
- Service Authorities
- Planning and operations staff
- Software developer/reseller

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree in Civil Engineering or equivalent tertiary qualifications or extensive demonstrated experience in a similar field
- Class C Drivers Licence
- Safework NSW Work Health and Safety General Construction Induction (White Card)

Experience

- Demonstrated experience in preparing civil and landscape architectural design, drafting and documentation for roads, streetscapes, kerb and gutter, retaining walls, carparks, shared paths, drainage, traffic facilities, roundabout and other civil engineering projects.
- Demonstrated experience in the use of 12D, AutoCAD and other relevant design software for the preparation of civil design drawings
- Demonstrated experience in complying with a quality management system for civil engineering designs
- Demonstrated experience in the preparation of cost estimates
- Experience in preparing Safety in Design reports.
- Some experience in Project Management
- Experience with construction RFI/managing delivery
- Experience managing the approvals process with TfNSW and other service companies (Sydney Water, Telstra, Jemena etc)

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunities, ethical practice and multicultural diversity
- Detailed knowledge of AutoCAD, 12D, 12D Drainage or DRAINS, AutoTURN, knowledge in MUSIC for water quality, TUFLOW and any other associated software necessary to produce civil designs.
- Detailed knowledge of Local Government, Transport for NSW, Australian Standards, Austroads standards and guideline and process.
- Knowledge of ISO9001:2000 quality system and quality assurance principles as they relate to civil design and civil engineering design practice
- Sound knowledge of continuous improvement processes and techniques
- Knowledge of Microsoft Excel, Word, and Project

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Well-developed communication skills

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- Ability to deal with both internal and external stakeholders
- Understanding of Local Government operations, processes, and administrative procedures

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.