



CITY OF ALBANY POSITION DESCRIPTION CIVIL ENGINEERING OFFICER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Civil Engineering Officer	<pre>graph TD; A[Manager Engineering and Sustainability] --> B[Team Leader - Civil Infrastructure]; B --> C[Civil Engineering Officer]</pre>
LEVEL: Level 6/7, Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers (Western Australia) Award 2021.	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Team Leader - Civil Infrastructure RESPONSIBLE FOR: N/A	

3. POSITION OBJECTIVE

This position is a support role within the City of Albany responsible for:

- Scoping and delivery of capital and maintenance works projects.
- Development of, and where possible, adherence to project scopes and budgets.
- Project management of complex capital works projects.

- Contribute to the betterment of the Civil Infrastructure team and broader organisation.

4. KEY RESPONSIBILITIES

Project Management

Level 6

- Undertake minor phases of a broad or more complex project.
- Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- Evaluate and present information and/or reports on projects including design, project programming, progress, costs and risk.
- Establish project program and track progress with minimal direction.

Level 7

- Undertake the project management of larger and more complex projects.
- Control and coordinate multiple projects with minimal direction.
- Liaise with public utilities on matters of significance, including the pursuit of resolution on complex matters.
- Provide a consultancy service to the broader organisation using knowledge from applicable regulations, codes and procedures.
- Establish and track progress of projects with complete understanding of how that program impacts other responsibilities and other employees in the organisation.
- Provide project specific support, guidance and education to lower classified Employees.

Financial

Level 6

- Perform accurate cost estimations for moderately sized or uncomplicated projects and assist with compilation of documents required for budget purposes.

Level 7

- Prepare accurate cost estimations for larger or more complex projects and compile document required for budget purposes.
- Control and coordinate complex projects within budgetary constraints.

Design and Technical

Level 6

- Undertake moderate analysis, design, drawing functions and project management of new and renewal roads, pathway, drainage and other infrastructure related projects in compliance with Australian Standards, Austroads, Main Roads WA, Australian Rainfall & Runoff and Department of Water by applying policies, procedures and guidelines from all applicable regulatory authorities at best discretion to project outcome.
- Carry out technical tender and quotation specifications, appointments and construction management utilising contractors.
- Project manage the designed projects, including monitoring Work Health & Safety requirements and exercising Duty of Care with regards to worksite safety on work sites.
- Provide reports and/or recommendations to management on technical suitability of procedures, processes and results.
- Liaise with other City departments as well as external agencies to provide technical input where required.
- Assist with crossover and verge treatment services, when required.
- Design, drafting and project management of moderately sized projects measured by the success of given projects.
- Provide expert advice to lower classified Employees.

Level 7

All of the above, plus:

- Supervise on occasions other professional employees within the discipline.
- Design, drafting and project management of complex projects measured by the success of given projects.
- Provide a design and technical consultancy service, across multiple disciplines, to the broader organisations.
- Exercise a degree of autonomy, within budgetary constraints, in the design and scoping of projects.

Interpersonal Skills/Customer Service

Level 6

- Investigate customer service and internal enquiries for roads, storm water drainage, paths and other infrastructure related to works.
- Exercise good interpersonal skills in dealing with the public and other stakeholders.
- Develop strategic partnerships that will have measurable benefits to the City of Albany and the community to develop sustainable community groups.
- Respond to information requests from the community or agencies, in accordance with City of Albany policy, strategy and objectives.
- Provide and ensure a professional and courteous service to internal and external customers, including a high level of courtesy towards the public, measured against service delivery feedback.

Level 7

All of the above, plus:

- Provide support and guidance to colleagues on the application of standards/guidelines/regulations and in the use of the City's drawing systems
- Maintain a comprehensive knowledge of the Civil Infrastructure Team capacities and capabilities to provide sought services.
- Negotiate on matters of significance with internal and external customers.

Work Health and Safety

Level 6

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
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Level 7

All of the above, plus:

- On occasion, provide appropriate instruction, information, training or supervision to staff and others to enable work to be carried out safely.

5. REQUIREMENTS OF THE JOB

Skills

Level 6

- Models appropriate behaviour in line with the City of Albany Code of Conduct.
- Communicate effectively (verbal and in writing) to different audiences.
- Use time effectively and meet agreed deadlines.
- Use sound judgement in identifying, analysing and rectifying problems or risks.
- Develop and manage accurate cost estimates and/or project budgets ensuring performance is monitored and reported in a timely manner.
- Build productive relationships with internal and external stakeholders in particular the community.
- Contribute to high quality outcomes through effective systems, regular spot checks and inspections.

Level 7

- Models appropriate behaviour in line with the City of Albany Code of Conduct.
- Comprehensive verbal and written communication skills with the ability to adapt different communication styles to different scenarios as needed.
- Maintain thorough knowledge of the deadlines within the Civil Infrastructure Team in order to understand the impacts of own progress.
- Use sound judgement in identifying, analysing and rectifying problems or risks and provide recommendations to mitigate.
- Provide strategic direction and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany strategic priorities.

Knowledge

Level 6

- Knowledge of Civil Infrastructure team programmes, policies and activities.
- Sound knowledge in civil design principles and construction project management gained through experience.
- Sound knowledge of the role of the City's structure and service.

Level 7

- Specialist skills in civil design, such as 3D civil modelling, and project management and/or supervision/management abilities exercised within a multi-disciplinary operation.
- Discipline knowledge gained through experience, training or education.
- Comprehensive knowledge of the City's policies relevant to the Civil Infrastructure team.
- Comprehensive knowledge of statutory requirements relevant to civil design and civil construction project management.

Experience and Qualifications

Level 6

- An applicable tertiary qualification with relevant experience, or approved qualification(s) with specialised skills and experience.
- Operate "AutoCAD", "AutoCAD Civil 3D" and the Microsoft Office suite, or similar approved software, effectively with limited guidance from colleagues.
- Operate "MS Project" software effectively and efficiently (desirable).
- 'C' Class Driver's Licence

Level 7

- An applicable tertiary qualification with relevant experience, or approved qualification(s) with specialised skills and experience.
- Operate "AutoCAD", "AutoCAD Civil 3D" and the Microsoft Office suite, or similar approved software, effectively with a high level of autonomy.
- Operate "MS Project" software effectively and efficiently (desirable).
- 'C' Class Driver's Licence.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) *(Please print)*

DATE: _____