

# Job Specification: Civil Engineer

## Position Details:

Council is seeking a motivated Civil Engineer responsible for the preparation of design drawings, specifications, and project plans relating to civil engineering work for both construction and maintenance of Council infrastructure (including roads, footpaths, bridges and stormwater drainage). The Civil Engineer works closely with other Officers in the Engineering Team in delivering engineering solutions which best serve Council and the community.

## What you need to succeed:

To be successful you will be interested in furthering your career in engineering within Local Government and have completed a bachelor degree in civil engineering (or an equivalent amount of training, skills and experience).

## What we will offer you:

This full time position are based at Council's offices at Westbury, a short 25 minute drive from the regional city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- The position is offered as a permanent full time role;
- Annual salary will be negotiable depending on experience within a range of \$77,930 to \$91,646, under Council's Enterprise Agreement 2022;
- Superannuation will be paid with an 3.5% above the amount required by the superannuation guarantee, currently 15%.
- A 19-day month, allowing for a rostered day off for full-time employees;
- On occasion, there may be a requirement to work outside standard office hours, appropriate arrangements will be put in place where this is required.

Other employment conditions and benefits include:

- A qualifying period of six months will be applicable to this position;
- Standard office hours are 8:30am to 5:00pm;
- A 19 day month, allowing for a rostered day off is offered to full time employees;
- Genuine demonstrated commitment to flexible working arrangements;
- Four weeks annual leave with leave loading per year;
- 10 days personal leave (sick/carers) per year;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- Ongoing learning and development opportunities;
- A range of progressing Health and Wellbeing Services including onsite gymnasium and access to the Employee Assistance Program;
- Paid parental leave of up to eight weeks after 12 months service; and
- Free on-site parking.

As an organisation we are committed to maintaining our *Employer of Choice* status.

### **Selection Criteria:**

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements:

1. A bachelor degree in civil engineering; or an equivalent combination of training, skills and experience.
2. Understanding of local government infrastructure assets and technical requirements.
3. Excellent communication skills (written and oral) and interpersonal skills in order to relate to customer enquiries.
4. Ability to undertake stakeholder negotiation on infrastructure asset standards with consultants and contractors.
5. High level computer skills for administration and infrastructure design.

It is also a requirement that the successful applicant has a motor vehicle licence.

### **Learn more:**

If you have any questions please contact Peter Jones, Team Leader Engineering on (03) 6393 5341 or email [peter.jones@mvc.tas.gov.au](mailto:peter.jones@mvc.tas.gov.au)

### **How to apply:**

To be considered for the position, all applications must include:

- Application form;
- Covering letter;
- Current resume;
- Statement addressing the Selection Criteria (maximum of two pages).

Applications should be forwarded to the attention of the Human Resources Officer via email to: [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au)

Applications close **Wednesday 18 September 2024 at 9.00am**, however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

## POSITION DESCRIPTION

### Civil Engineer

Infrastructure Services Department

August 2024

### POSITION CONTEXT

The Civil Engineer is part of the Infrastructure Services Department which is responsible for determining Council's capital works program, asset management strategy and execution, waste management strategy, determining and leading the emergency management plan, together with undertaking various projects which arise from time to time. The Department is also responsible for undertaking specific projects and initiatives which support land use planning and the growth and diversification of the Meander Valley's economic base. This Department has a close working relationship with all Departments as much of its work requires input or creates outputs for others.

The Civil Engineer is responsible for the preparation of design drawings, specifications, and project plans relating to civil engineering work for both construction and maintenance of Council infrastructure (including roads, footpaths, bridges and stormwater drainage) which is directed by Council's Asset Management Strategy. The Civil Engineer works closely with other Officers in the Engineering Team in delivering engineering solutions which best serve Council and the community.

### ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Engineering.

There are no direct reports to this position.

### KEY CHALLENGES

- Preparing accurate and detailed designs and documentation to ensure projects can be delivered on time and to budget.
- Undertaking operational tasks and providing internal and external customer service in a timely manner.
- Assessment of development applications and inspection of works within required timeframes.

### PRIMARY RESPONSIBILITIES

- Undertake assessment of engineering documentation submitted for development applications and prepare engineering referrals and advice within required timeframes.
- Assess applications for new property accesses and works within road reserves.
- Undertake inspection of construction works and document information as required by Council processes.
- Assess applications for occupancy of road reserves including preparation of assessment reports.
- Prepare designs, drawings and specifications for civil engineering works as a result of new, failing or proactive improvement of infrastructure.

- Assist others with procurement processes including preparation of specifications, evaluations and reporting to ensure compliance with Council policy and procedure.
- Carry out routine and emergency asset infrastructure inspections and prepare reports on asset condition.
- Prepare project plans for maintenance or construction works which involves: costings, timeframes, human resources, plant, equipment and materials, milestone reporting, relevant policy and procedure suite for both operations, safety and emergency, diversion or alternate infrastructure plans, consultation and similar.
- Undertake project tasks as assigned in project plans or as directed, and in accordance with relevant Council policy; this may include taking responsibility for contractors or staff directly appointed during the life of the project.
- Investigate problems with existing infrastructure assets and determine any matters for rectification and make recommendations of integration into capital works planning, minor works or emergency work.
- Assist to update Council's asset management register and GIS with data relevant to assets which will assist and inform decision making and future planning.
- Assist with the preparation of information for reports for Council meeting or workshop agenda items with respect to requests from the Team Leader Engineering or Director which may arise from time to time.
- Attend and provide technical advice and information as requested to Council and Community committees as they relate to this role.

### **ALL STAFF RESPONSIBILITIES**

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the *Tasmanian Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY**

1. A bachelor degree in civil engineering; or an equivalent combination of training, skills and experience.
2. Understanding of local government infrastructure assets and technical standards for assets.
3. Knowledge of work health and safety and how it relates to construction and civil works, particularly when authorising contractors to carry out work.
4. Excellent communication skills (written and oral) and interpersonal skills in order to relate to customer enquiries.
5. Ability to undertake stakeholder negotiation on infrastructure asset standards with consultants and contractors.
6. High level computer skills for administration and infrastructure design.
7. Current vehicle driver's licence and commitment to maintaining this.

### **ATTACHMENTS**

- Council's Behaviours: 'The Way We Work Together'
- Organisational Chart

# The way we work together.

**01. We work as a team, value each other's contribution and are accountable for our work.**

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

**02. We support each other's roles to deliver the best outcomes for our customers and community.**

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

**03. We are supported, trusted, and empowered to do our work.**

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

**04. We value open and transparent communication to keep each other well informed.**

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

**05. We operate in an environment where people feel connected.**

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes



# Organisational Structure

