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| Position Title | Design Engineer |
| Department | City Assets |
| Unit | Asset Design |
| Team | Design |
| Supervises | Nil |
| Reports To | Team Leader Design |
| Grade Range | H |
| Date Prepared | 1/08/2019 |
| Date Last Updated | 21/07/2025 |

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

Deliver design documentation and cost estimates on assigned Capital works projects.






Accountabilities

- Carry out site investigations and prepare preliminary designs and reports in line with investigation.
- Prepare detailed documentation for tender and construction.
- Prepare cost estimates related to design documentation and in line with project budget.
- Liaise with your Team Leader, Project Officers, relevant Utilities, Asset partners and/or other Government agencies in the delivery of design documentation.
- Developing and fostering good working relationships across Council and with internal and external project stakeholders.
- Serve as a tender evaluation panel member in the selection of contractors and consultants.
- Developing and fostering good working relationships across Council and with internal and external project stakeholders.
- Participating in relevant meetings and committees.
- Participate in the responses to questions, requests, issues and concerns relating to Projects being delivered by Unit.
- Act as mentor to Graduate Design Engineers or work experience students.
- Perform other duties as required by Coordinator / Manager.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

| Capability Group | Capability Name | Level |
|---|-----------------------------------|--------------|
|  Personal Character | Lead Self | Adept |
| | Display Resilience | Adept |
| | Act with Integrity | Advanced |
| | Safety and Accountability | Adept |
|  Relationships | Communicate and Engage | Adept |
| | Customer and Community Focus | Adept |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Intermediate |
|  Results | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | Innovate and Improve | Adept |
| | Deliver Results | Adept |
|  Resources | Finance | Intermediate |
| | Assets and Tools | Intermediate |
| | Technology and Information | Intermediate |
| | Procurement and Contracts | Intermediate |
|  People Leadership | Manage and Develop People | N/A |
| | Inspire Direction and Purpose | N/A |
| | Optimise Workforce Contribution | N/A |
| | Lead and Manage Change | N/A |

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

| Group & Capability | Level | Behavioural Indicators |
|---------------------------|----------|---|
| Personal Character | | |
| Act with Integrity | Advanced | <ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify |
| Relationships | | |
| Work Collaboratively | Advanced | <ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds |
| Results | | |
| Think and Solve Problems | Adept | <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports |

| | | |
|----------------------------|--------------|--|
| | | <ul style="list-style-type: none"> • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness |
| Resources | | |
| Technology and Information | Intermediate | <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness |

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering recognised by Engineers Australia.
- Class C Driver's licence.
- WHS construction induction certification.

Essential Experience

- Minimum 3 year's industry experience working at the level of professional engineer in the field of design.
- Skilled in areas of survey, analysis, design and documentation of civil infrastructure.

- Experienced in the application of current Australian engineering standards in particular RMS, AUSTROADS standards and guidelines, AUSPEC and Australian Rainfall and Runoff.
- Demonstrated competency in the use of civil engineering software programs viz. 12D, AutoCad, AutoTurn, ParkCad, DRAINS, and HEC-RAS.
- Well-developed knowledge of construction cost estimating and extraction of quantities for civil infrastructure projects.
- Knowledge of and ability to prepare REFs (Review of Environmental Factors) for design projects in accordance with EP&A Act of 1979.
- Excellent written and verbal communication skills.

Desirable Qualifications and or Experience

- Further training and/or experience in the field of design Civil Engineering, design preparation and software.

| HUMAN RESOURCES USE (SELECT YES OR NO) | YES | NO |
|---|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Will incumbent need to make disclosure of pecuniary interest? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |