

THE DISTRICT COUNCIL OF MOUNT BARKER

JOB DESCRIPTION

1. TITLE: Civil Drafting Officer
2. STREAM: General Officers
3. LEVEL/GRADE: 5/6
4. DEPARTMENT: INFRASTRUCTURE & PROJECTS
5. FRACTION: 1.0 FTE
6. **POSITION OBJECTIVES**

POSITION OBJECTIVE:	KEY RESULT AREAS:
To undertake a variety engineering investigations and provide advice on solutions.	Civil engineering
To undertake a range of, civil design and drafting projects using computer aided design and drafting technology and other tools.	Design, drafting and visual presentation
To collect data and maintain records relating to asset management and other engineering issues	Records management
To assist with cost estimates for engineering projects.	Job costing.
To attend to customer enquiries on matters of an Engineering nature. Participate in a team environment Commitment to Council's vision, goals and objectives.	Customer service
Promote and develop Council's image, standing and role in the community as and when the opportunity presents itself, in accordance with the Council and District vision	Public Relations

7. REQUIREMENTS OF THE JOB

7.1 Skills

- Time management skills to ensure appointments and deadlines are adhered to
- Lateral thinking to resolve problems and provide innovative solutions
- High level of communication skills including report and letter writing as well as verbal forms of communications
- Willingness to co-operate and participate as a team member
- The ability to work with minimum direction and supervision (when required), appropriate to the employee's skills
- Skilled in operation of Computer software packages used by council including AutoCAD, 12D Solutions (civil design software), Word and Excel.
- Maintain current Drivers Licence, (Class 1 minimum)

7.2 Knowledge

- Drafting standards
- Stormwater drainage and CWMS design standards
- Road design standards and policies.
- Traffic Act and traffic management code of practice.
- Australian Standard: 1742, 1743, 2890, 1428 and Austroads Guidelines
- Code of Technical Requirements for the Legal Use of Traffic Control Devices
- Council policy and procedures

7.3 Qualifications and Experience

- Previous experience working in a Council, or Engineering design and drafting environment.
- Previous experience with Computer aided design and drafting systems.
- Tertiary qualifications in Civil Engineering.

7.4 Training

- Participate in on-going professional development
- Attendance at relevant seminars and courses
- Be willing to undertake any further training as and when required

8.0 RESPONSIBILITIES

8.1 Key Responsibilities

KEY RESULT AREAS	KEY TASKS	PERFORMANCE INDICATORS
Civil Engineering	Responsible for the collection and maintenance of data relevant to various asset groups which include but are not limited to: <ul style="list-style-type: none"> • Road • Footpath • Stormwater • CWMS 	Asset management databases kept up to date with all relevant information easily accessible through GIS
	Provide direct input as required during planning /design /survey/ estimating/ contract administration phases of civil construction projects.	Quality advice
	Assist construction staff in setting out work and explaining design details	Clear and accurate explanations and instructions.
	Act as Project Manager for civil construction projects.	Projects delivered in accordance with plans and specifications, on budget and on time.
Design, drafting and visual presentation	Carry out civil engineering design of road works, traffic, stormwater drainage, earthworks and general site works and produce detailed design drawings and plans	Clear and accurate construction documents. Compliance with relevant Engineering Standards and Council policies & procedures.
	To produce general drawing work suitable for public presentation using computer aided drawing techniques.	Quality and accuracy of work. Clear and unambiguous
	Produce concept drawings of projects, traffic management plans suitable for general public understanding	Clear and visually appealing drawings understood by all

Records management	Manage and maintain a register of engineering drawings both manually and electronically through Council's records systems.	Register to be kept up to date.
Job costing	Prepare cost estimates from engineering drawings using unit rates and obtain costs of materials and plant as directed.	Accuracy of quantities, measurement and estimated costs.
Customer service	Attend to general engineering enquiries from the public and from builders, contractors, and developers.	Customer satisfaction. Accuracy and timelines of information provided.

8.2 Supplementary Responsibilities

During periods of peak activity within the Department the encumbant may be required to assist in other areas as directed.

8.3 Occupational Health And Safety

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall : -

- * take reasonable care to protect their own health and safety at work;
- * ensure that they don't endanger any other person through any act or omission at work;
- * ensure that correct use is made of all equipment provided for health and safety purposes;
- * obey all instructions issued to protect their own personal health and safety and the health and safety of others;
- * ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work;
- * report all accidents, and near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions/methods;
- * keep their work area tidy
- * participate in the election of Occupational Health and Safety representatives.

8.4 Equal Employment Opportunity

Demonstrate and promote Equal Employment Opportunity principals in the workplace.

8.5 Risk Management

Within the scope of this position, manage all risks within the workplace as defined by Council's Risk Management Policy and procedure

9. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Engineering & Technical Services

9.1 Extent of Authority

Liaise with various other Council departments, government authorities and other interested parties on all matters as required to carry out the key tasks of this position

10. ACCOUNTABILITY

This position is accountable for ensuring that the 'Key Responsibilities are carried out in an efficient, accurate, diligent, professional and conscientious manner.

11. PERFORMANCE / SKILLS STANDARDS

The following responsibilities are expected to be carried out to a high standard:-

- Interpretation and implementation of appropriate legislation, codes of practice and Australian Standards.
- Civil design and drawing work
- Written and verbal communication
- Accuracy in all work performed.
- Prompt and diligent responses to written and verbal requests for service and advice from other Council staff, industry and the community.
- Attain a high level of professional respect from Elected members of Council, community and industry
- Ability to work within a team, or individually, to achieve desired results
- Perform work within the allocated time frame and to be of a professional standard.

12. SPECIAL REQUIREMENTS

- Flexibility may be required to work within the normal span of hours (8.30am – 5.15pm)
- A drivers licence will be required to meet expectations of the role
- Staff employed in this position shall not undertake supplementary employment that may impede their employment at Council
- Employees contemplating supplementary employment should discuss their plans with the Departmental Manager if there is a possibility of a 'conflict of interest' arising.
- Council resources shall not be used privately, or in the course of supplementary employment, unless otherwise agreed in writing.

<p>INCUMBENT NAME:</p> <p>INCUMBENT SIGNATURE DATE</p> <p>COMMENCEMENT DATE:.....</p> <p>PREPARED BY:</p> <p>SUPERVISOR'S NAME:.....</p> <p>SUPERVISOR'S SIGNATURE:..... DATE</p> <p>APPROVED BY (MANAGERS NAME):.....</p> <p>MANAGER'S SIGNATURE:..... DATE</p> <p style="text-align: right;">NO. OF SHEETS ...6</p> <p>DATE TO BE REVIEWED :</p>
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