

## LEAD DESIGN ENGINEER

<b>Position Title</b>	Lead Design Engineer
<b>Position Number</b>	36105.1
<b>Division/Directorate</b>	Growth and Finance
<b>Branch</b>	Assets and Design Services
<b>Grade</b>	17
<b>Band and Level</b>	Band 3 / Level 3
<b>Special Requirements</b>	WHS Construction and Induction Certificate Drivers Licence Ability to work flexible hours, including attending meetings outside normal working hours
<b>Physical and Environmental Demands</b>	There is a requirement for physical, sensory, psychosocial and environmental demands. Ability to carry out site inspections and field work
<b>Reports To</b>	Team Leader – Civil Design and Survey
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	Liveable – Strong and integrated connections between our people and our services Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment
<b>Reporting Structure</b>	
<pre> graph TD     TL["Team Leader Civil Design &amp; Survey"] --- LDE["Lead Design Engineer"]     LDE --- SDE["Senior Design Engineer(s)"]     LDE --- DE["Design Engineer(s)"]     </pre>	

## Position Purpose

To deliver comprehensive and high-quality engineering services throughout Council by applying technical expertise, innovative solutions, and industry best practices. This role focuses on providing engineering guidance, designing, and implementing efficient systems, and collaborating with various Council departments to ensure projects are executed to the highest standards while adhering to safety, quality, environmental and budgetary constraints.

## Key Results Area

Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.  
Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.  
Lead Change – Support, promote and champion change, as well as assist others to engage with change.  
Customer Service – Create a customer centric service environment and reward service excellence.  
Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.  
Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.  
Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.  
Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.  
Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

## Key Duties & Responsibilities

1. Display Council's core value of Leadership including all aspects of staff management, guidance, and the demonstration of role model behaviours.
2. Coordinate engineering operations across the organisation overseeing the delivery of required works by staff and contractors.
3. Manage and prepare investigation and design documents, models, and cost estimates for multidisciplinary projects, including stormwater, road, traffic facility and public domain projects.
4. Implement and coordinate quality assurance for Council projects incorporating improvements into reviews of council specifications, policies, and procedures.
5. Oversee software reviews and procurement processes, fostering innovation and liaising with external consultants.
6. Supervise and mentor engineering staff to enhance their skills and knowledge.
7. Provide technical support, reviewing and offering feedback on internal or external design reports and plans for accuracy and compliance.
8. Ensure compliance with safety regulations, council policies and procedures, industry standards, and relevant legislation across Council projects.
9. Stay informed on industry knowledge and changes in regulations, conducting audits to maintain quality standards.
10. Assist in project management, grant applications, and the development of policies or technical documents while maintaining knowledge of legislation and procedures.
11. Demonstrate a strong client and customer focus ensuring accuracy, responsiveness, timeliness and courtesy in all interactions.

12. Investigate cost-effective solutions for customer requests and assist the Design team in assessing and coordinating various engineering applications.

13. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

### **WHS Responsibility**

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### **Risk Management Responsibilities**

To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.

Must be aware of operational and business risks. Particularly:

- understand and adhere to the principles of Risk Management within their job role;
- assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
- provide input into various risk management activities;
- report all emerging risks, issues and incidents to their manager or appropriate officer; and
- follow Council policies and procedures.

### **Records and Information Management Responsibilities**

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

### **Essential Criteria**

1. Tertiary qualification in Civil Engineer or equivalent, accredited by Engineers Australia registered as a Chartered Professional Engineer (CPEng) or actively working towards it.
2. Extensive experience in scoping, planning, investigating, designing, and estimating civil engineering projects.
3. Comprehensive knowledge of engineering of engineering design standards, guidelines, and practices
4. Strong analytical thinking, problem-solving, and creativity skills to tackle complex engineering challenges.
5. Experience in surveying with modern instruments and GPS technologies.
6. Proficient in project management, budgeting, and timelines
7. Strong customer and community engagement focus, with excellent communication, negotiation and report writing skills.
8. Proficient in Microsoft Office and Design Software Programs, including AutoCAD, Civil 3D, and DRAINS

<b>Desirable Criteria</b>	
<ol style="list-style-type: none"> <li>1. Experience in geotechnical, traffic, and structural engineering projects, including investigation, analysis, and design.</li> <li>2. Previous local government experience and knowledge of government procedures.</li> <li>3. Construction and project management experience, with traffic controller qualifications.</li> </ol>	
<b>Prepared By</b>	Manager Assets and Design Services
<b>Date Prepared</b>	February 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	