

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Engineer (Civil)</b>
<b>Position Number:</b>	<b>10713</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure Technical</b>
<b>Reports to:</b>	<b>Services Coordinator</b>
<b>Supervises:</b>	<b>Engineers, Technicians and Engineering Officers</b>
<b>Department:</b>	<b>Asset Maintenance</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 7</b>

## 1. TECHNICAL SERVICES UNIT OVERVIEW

The City of Karratha's Technical Services unit is responsible for providing technical advice to the City of Karratha on all Civil Engineering related works, projects, programs comprising of roads, pavement, stormwater drainage, subdivisions, concrete works, structural, traffic, geotechnical and land surveying.

The roles and responsibilities of the unit includes but not limited to planning and project initiation; design and drawings provision for minor civil works including all necessary preliminary works; management of major design projects and programs; management of capital projects including tender management, construction supervision and contract administration; review/assess/endorse Permit to Work and Traffic Management Plan applications, provision of technical advice and support to the City's Infrastructure Projects' unit as well as Planning department in assessing proposed civil works as part of the Development Applications' requirements and provision of technical advice to other City's internal and external stakeholders.

## 2. POSITION OVERVIEW

The Senior Engineer is responsible for providing and ensuring quality in design and technical advice to the City of Karratha. This includes but is not limited to preliminary site investigation and assessment, concept to detailed design review, approval and supervision, asset constructions and renewals, development compliance and general technical advice in a Local Government environment. The position reports to the Technical Services Coordinator and assists with technical leadership to the team.

### 2.1 Position Objectives

- Provide technical direction and advice to the Technical Services team throughout all aspects of their work.
- Provide advice to internal and external stakeholders in relation to Technical Services routine works, projects and programs.
- Assist the Technical Services Coordinator in ensuring the long-term preservation of existing assets, and provision of quality infrastructure for our community.
- Manage investigation works, concept design and provision of budget estimates for future projects and programs.
- Carry out technical reviews of all aspects of a project or program including procurement, design, tender and construction.
- Undertake technical reviews and assessment of land developer's engineering consultant's designs, drawings and all other documentation and liaise with the

- Technical Services Coordinator regarding supervision requirements.
- Advise external stakeholders including consultants, contractors, utilities' owners and public on Council Policy.
- Provide high level of technical advice for the design of Council's civil works.
- Provide training, workshops, and regular discussions with Engineers/Technicians/Officers under supervision to expand their skills and knowledge in engineering civil, relevant standards and specifications, and local government works, procedures and requirements.

### **3. DUTIES & RESPONSIBILITIES**

#### **3.1 Land Subdivisions and Developments**

- Evaluate and make recommendations on land subdivisions and development applications.
- Ensure the quality and consistency of all recommendations given by fellow Engineers/Technicians/Officers.
- Review and approve engineering design, drawings and specifications for subdivisions prepared by the land developer's engineering consultant.
- Ensure supervision of subdivisions construction are attended as required.

#### **3.2 Projects/Programs**

- Conduct quality assurance processes, review and approval of all specifications and drawings for projects/programs as required.
- Provide technical support to other Technical Officers/Engineers/Technicians throughout all stages of a project/program.
- Assist Technical Officers/Engineers/Technicians in the planning, management and execution of civil projects.

#### **3.3 Customer Service**

- Oversee correspondence to public enquires to ensure consistent and reliable information is communicated.

#### **3.4 Investigations and Assistance**

- Provide quality technical advice on engineering matters affecting the City.
- Assist the Technical Services Coordinator to undertake investigations into matters relating to the efficient operation of the City's long-term projects/programs.
- Provide general assistance to the Manager Asset Maintenance and the Technical Services Coordinator in the operation of the Technical Services team.
- Assist the Manager and the Technical Services Coordinator in the preparation of the annual budget and subsequent quarterly reviews.

#### **3.5 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of

work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.

- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

#### **4. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

##### **4.1 Authority and Accountability**

- Works under general supervision of the Technical Services Coordinator.
- Works in accordance with the approved Council's policies, procedures and guidelines.
- Ability to exercise a degree of autonomy.
- Ability to execute decisions in accordance with Australian Standards.
- Possess a sound understanding of Council's technical services projects/programs and identify and nominate works for future programs/projects.
- Provide leadership, guidance and support to the technical services team.

##### **4.2 Judgement and Problem Solving**

- Ability to exercise limited judgement to problem-solving by using guidance found in established processes, procedures, precedents, and guidelines.
- Demonstrate initiative, and problem-solving skills in relation to evaluating and
- Experience in meeting deadlines and working under pressure.
- Demonstrated conflict management skills.

##### **4.3 Specialist Knowledge and Skills**

- Sound understanding of the *Local Government Act*.
- Strong experience overseeing the design, construction and maintenance of road, pavement and other civil infrastructure.
- Demonstrated experience in subdivisional works including review and endorsement of development applications.

##### **4.4 Interpersonal Skills**

- Demonstrated ability in the areas of time management, working autonomously and within a team.
- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy, and confidentiality.
- Excellent public relations skills.

##### **4.5 Qualifications and Experience**

- Advanced in AutoCAD for civil design and drafting.
- 12D or Civil 3D (desirable but not mandatory).
- Expansive knowledge of relevant Australian Standards, Main Roads WA Specifications and Austroads.
- Tertiary qualification in Engineering (Civil).
- Microsoft administrative software systems including Projects.
- Project management qualifications (desirable).
- Knowledge of the local area (desirable).
- Current Manual C class driver's license.
- National (or Federal) Police Certificate (no more than 6 months old)