

## POSITION DESCRIPTION

POSITION TITLE	Project Design Officer
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	6/7 - Salaried
RESPONSIBLE TO	Coordinator Design & Survey

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

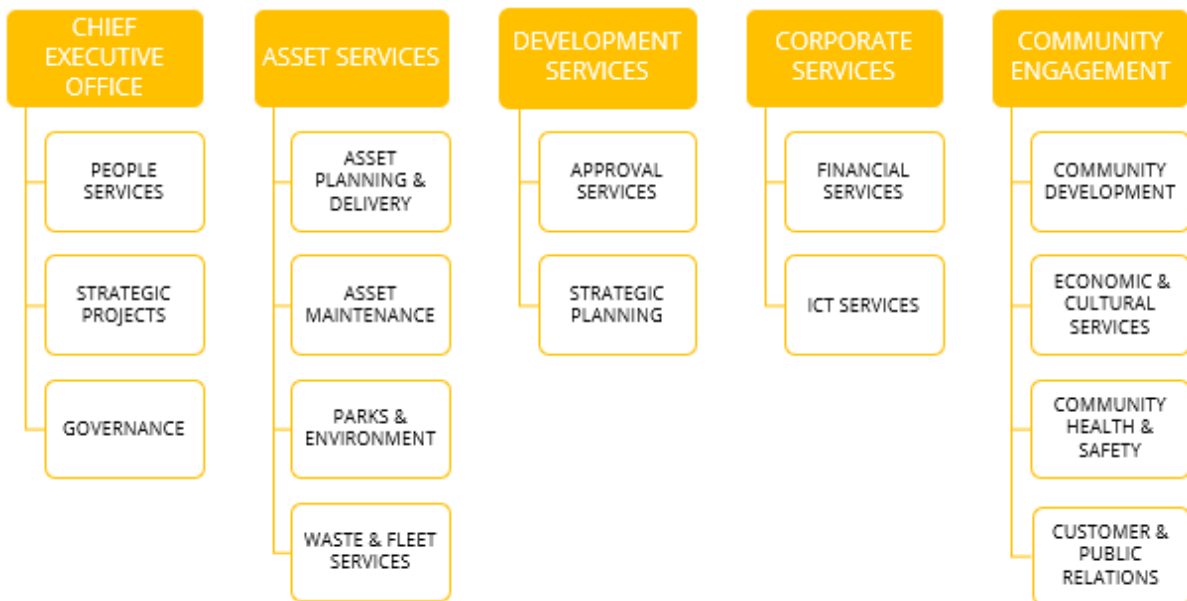
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide high quality design and drafting services to the Asset Planning & Delivery Team. These are primarily in relation to road, drainage concept, and minor landscape through to detailed designs stages. Project cost estimates, technical specifications, and schedules of rates are also documents this role is responsible for producing. There is also collaboration with traffic planning teams to achieve better design outcomes and safety through design. As business needs and workload require, this role will provide assistance to the Engineering Surveyor with surveying and installation of Traffic Counters.

## KEY RESULT AREAS

### EXECUTIVE SUPPORT (CEO AND DIRECTORS)

Director Asset Services, through the Manager Asset Planning & Delivery, is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the development and delivery of Asset Services.

### CUSTOMER SUPPORT

Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community. Provide information and advice via telephone and counter enquiries.

### DESIGN & TECHNICAL SERVICES

To provide engineering Design support, maintain and improve the City's systems and records aligned to Council's strategic planning outcomes and strategies. To provide high quality Design services as per direction from Coordinator Design & Survey to support both internal and external customers.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- Diploma in Civil Engineering, Civil Engineering Design or equivalent qualification.

## ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Experience in undertaking road, landscape and drainage design (including safety in design), cost estimation and specification/price schedule preparation.
- Sound knowledge of Australian Standards, Main Roads WA Design Standards and Austroads Guidelines relating to road, landscape and drainage design.
- Knowledge of basic landscape design practices.
- Presentation of accurate and effective design drafting of construction plans in a time efficient manner.
- Maintenance of electronic project folders, registers and implementation of document version control.
- Highly developed communication, negotiation, analytical and problem-solving skills.
- The ability to foster and maintain open and clear communications between internal and external stakeholders as required.
- A sound level of understanding the broad functions of Local Government.
- Advanced computer literacy in specialised graphic and design software including AutoCAD, Civil 3D and/or Civil Site Design along with Drains Software and MS Office (Word, Excel, PowerPoint, Publisher).
- The ability to produce good quality and accurate presentation of advice, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; procedures; and the development and delivery of visual presentations).

## SELECTION CRITERIA

1. Experience in designing Roads or Civil structures
2. Experience in undertaking road, drainage design and minor landscape (including safety in design) and specification/price schedule preparation.
3. Experience in the preparation of cost estimation/quotation.
4. Sound knowledge of Australian Standards, Main Roads WA Design Standards and Austroads Guidelines relating to road, landscape and drainage design.
5. Advanced computer literacy in specialised graphic and design software including AutoCAD, Civil 3D and/or Civil Site Design along with Drains Software and MS Office (Word, Excel, PowerPoint, Publisher).

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Asset Planning & Delivery  
DATE PD REVIEWED/APPROVED: 25 October 2023

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