

# Kingborough Council

## Information Package for Applicants



**Position:**

**Senior Civil Designer, Engineering Services, Position Number 000071**

**Employment Status:**

**Ongoing, Full Time**

**Department:**

**Engineering Services Department**

**Applications Close:**

**4pm on Friday 23 August 2019**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

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## Position Advertisement

### Senior Civil Designer

Council is seeking to recruit a Senior Civil Designer to undertake a range of complex engineering investigations, survey, design and documentation services for Council's capital works programs.

To be considered for the role, you must have a civil engineering qualification suitable for Associate membership of Engineers Australia. You will have extensive experience in preparing drawings and estimates for project documentation and skills in civil design software, specifically AutoCAD, Civil 3D and/or MicroStation MX. The ability to coach and mentor other civil design staff is also essential.

The position is full-time, with a salary in the range of \$88,628 to \$94,541 per annum. For more information, please contact David Reeve, Executive Manager Engineering Services on 03 6211 8200.

**How to Apply:** The Information Package for this role is available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications can be submitted online through the Employment Portal on Council's website.

**Applications close at 4.00pm on Friday 23 August 2019.**

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## Key Selection Criteria

**Please address these selection criteria in your application**

### **Essential**

1. Advanced Diploma or Associate Degree in Civil Engineering or equivalent suitable for Associate membership to Engineers Australia.
2. Extensive experience in design, estimating and project preparation for local authority works.
3. Comprehensive knowledge of civil engineering design and construction standards and requirements.
4. Demonstrated experience in the operation of civil design software, specifically AutoCAD, Civil 3D and/or MicroStation MX.
5. Ability to solve problems of a complex nature and undertake investigations and create design options.
6. Competent negotiation and interpersonal skills and the ability to liaise and negotiate with a range of stakeholders including consultants, contractors, service providers, community members and Council clients/applicants.
7. Understanding of risk management and Work Health and Safety issues, including 'duty of care' concepts relevant to a civil construction environment.
8. Competent time management, planning and organisational skills.


### **Licences and Competencies**

1. Current driver's licence.
2. White Card (Working Safely in the Construction Industry)
3. Traffic Control accreditation – control traffic with a stop/go bat and Implement a Traffic Management Plan.
4. Confined spaces entry accreditation.

### **Desirable**

1. Ability to provide coaching and support to other less experienced civil designers.

## Position Description

 <b>Kingborough</b>	<h1 style="text-align: center;">Senior Civil Designer</h1>	<b>PD No. 000071</b>		
		VERSION  02	LAST REVIEWED  5/8/2019	NEXT REVIEW  Aug 2021
<b>Classification</b>	Professional Level 3, Ongoing full time position			
<b>Position Objectives</b>	<p>Assist in the delivery of Council's engineering design services by carrying out complex engineering investigations, survey, design, and documentation services for Council's capital works programs.</p> <p>Provide guidance and mentoring to other members of the Design Unit and provide support to Engineering and Works staff in the delivery of Council's infrastructure programs.</p> <p>Provide support to the Coordinator Civil Design in the provision of accurate technical advice in the preparation of engineering designs and reports.</p>			
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate independently as a specialist civil designer to produce detailed engineering designs for a wide range of complex civil construction projects.</li> <li>• Undertake community, industry and field research to ensure that designs meet community needs and reflect contemporary technical and cost standards.</li> <li>• Provide set out, level control, financial and administrative support and technical advice on design aspects during the construction of Council works.</li> <li>• Co-ordinate the provision of and if required carry out of engineering surveys using electronic survey equipment.</li> <li>• Provide technical and engineering advice on projects to members of the Engineering and Works Departments.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Provide guidance and support to other less experienced members of the Design Unit.</li> <li>• Liaise with consulting engineers, surveyors, architects and other external consultants to provide technical information as required.</li> <li>• Liaise with service and approval authorities such as TasNetworks, State Growth, TasWater and Telstra to minimise design conflicts and advise of Council's design requirements.</li> <li>• Ensure that appropriate risk management measures are adopted and implemented on all works relating to the responsibilities of this position.</li> <li>• Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.</li> </ul>
<b>Organisational Relationships</b>	<p><u>Reports to:</u> Coordinator Civil Design</p> <p><u>Internal Liaisons:</u> Councillors, Management Team and all staff.</p> <p><u>External Liaisons:</u> Community, customers, contractors, consultants, local government professionals, Government agencies.</p>
<b>Code of Conduct</b>	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct for employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p>
<b>Work Health and Safety</b>	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Work Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> <li>• adhering to all safe working procedures.</li> <li>• adhering to Council's Work Health and Safety and Risk Management policies.</li> </ul>

	<ul style="list-style-type: none"> <li>• taking reasonable care of themselves and others who may be affected by their actions.</li> <li>• ensuring due care is taken for any Council property for which the officer is responsible.</li> <li>• taking due care to prevent property losses or damage.</li> </ul>
<b>Security of Council Information</b>	Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.
<b>Customer Service</b>	Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Advanced Diploma or Associate Degree in Civil Engineering or equivalent suitable for Associate membership to Engineers Australia.</li> <li>• Extensive experience in design, estimating and project preparation for local authority works.</li> <li>• Comprehensive knowledge of civil engineering design and construction standards and requirements.</li> <li>• Demonstrated experience in the operation of civil design software, specifically AutoCAD, Civil 3D and/or MicroStation MX.</li> <li>• Ability to solve problems of a complex nature and undertake investigations and create design options.</li> <li>• Competent negotiation and interpersonal skills and the ability to liaise and negotiate with a range of stakeholders including consultants, contractors, service providers, community members and Council clients/applicants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of Risk Management and Work Health and Safety issues, including 'duty of care' concepts relevant to a civil construction environment.</li> <li>• Competent time management, planning and organisational skills.</li> </ul> <p><b>Licences and Competencies</b></p> <ul style="list-style-type: none"> <li>• Current driver's licence.</li> <li>• White Card (Working Safely in the Construction Industry)</li> <li>• Traffic Control accreditation – control traffic with a stop/go bat and Implement a Traffic Management Plan.</li> <li>• Confined spaces entry accreditation.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to provide coaching and support to other less experienced civil designers.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.</li> <li>• Demonstrated willingness to participate in self development programs to enhance personal contribution to the organisation.</li> <li>• Ability to build and maintain co-operative relationships.</li> <li>• Highly motivated with the ability to work in a team environment.</li> <li>• Reasonable standard of health and fitness relevant to the field activities.</li> </ul>
<b>Behavioural Skills</b>	<ul style="list-style-type: none"> <li>• The ability to function as a competent, motivated and professional member of the Engineering Services Department and demonstrate a commitment to the Council's values and expected behaviours.</li> </ul>



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## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria
- A current copy of your resume
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Senior Civil Designer** and submitted online through the Employment Portal on Council’s website.

**Good luck with your application**