

## POSITION DESCRIPTION

### Our Values



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|---------------------------------|---------------------------------------------|
| <b>Position title:</b>          | <b>Senior Water and Wastewater Designer</b> |
| <b>Position code:</b>           | <b>2155</b>                                 |
| <b>Section:</b>                 | <b>Water, Waste and Open Spaces</b>         |
| <b>The position reports to:</b> | <b>Lead Strategic Engineer</b>              |
| <b>Band and level:</b>          | <b>Band 3 / Level 3</b>                     |
| <b>Salary grade:</b>            | <b>Grade 17</b>                             |
| <b>Staff management:</b>        | <b>Nil</b>                                  |
| <b>Budget responsibility:</b>   | <b>Standard Accountability</b>              |

### Primary function of the role:

The Senior Water and Wastewater Designer is an integral position within the organisation. As such this position plays a key role in supporting the Lead Strategic Engineer in ensuring the efficient operation of all design services functions within Council.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

### Person Description

The right person for this role will:

- Be accepting of new ideas and embrace change
- Be outcome focused
- Be open minded in sharing information and knowledge freely
- Be flexible and agile to work across different business areas
- Have a drive for improvement
- Have personal integrity and take responsibility
- Have a genuine customer service focus
- Have the ability to prioritise and schedule work and meet deadlines
- Have excellent time management and organisational skills

- They will embody Council's values.

#### **The Senior Water and Wastewater Designer is responsible for:**

- Investigating and designing civil infrastructure projects in line with Councils Delivery Program and Operational Plan.
- Providing high-quality construction and design drawings in line with best practice principles, to meet Council's needs, ensuring compliance with relevant standards and including life cycle costs and/or maintenance issues.
- Preparing preliminary estimates for design works.
- Consulting with Water & Wastewater staff on project estimates, construction techniques and project material volumes.
- Utilising engineering standards, principles and best practice ranging conception stage to finalised design plans including but not limited to road and drainage, bridges, carparks, recreational facilities, structural designs, water and wastewater services and associated infrastructure.
- Applying knowledge of relevant water industry standards to the design of water and wastewater infrastructure, such as relevant guidelines, specifications and standards available from Northern Rivers Local Government, Water Services Association Australia, Australian Standards, in the development and review of water and sewerage designs.
- Interpretation and application of survey data and models to inform and present in design deliverables.
- Managing the execution of design development and pre-construction activities such as survey, geotechnical, service location and re-locations, review of environmental factors, advice to residents and setting appropriate specifications.
- Developing cost estimations and providing advice on appropriate ways to undertake projects, including costings, time, equipment and materials.
- Support in preparing contract documents and project plans and specifications inline with Council's policies and procedures.
- Reviewing and providing advice for proposed developments at planning proposal, development applications, and general development queries.
- Organising and conducting design and constructability reviews.
- Brief, select, engage and effectively manage contractors/consultants to undertake work.

#### **Key responsibilities and performance goals:**

|                                | <b>Responsibilities</b>                                                                                                                                                                                                                                           | <b>Accountability</b>                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work Health and Safety         | Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations within the Program area and assist others in the team to implement the relevant policies, procedures and processes. | <ul style="list-style-type: none"> <li>• An engaged workforce fostering a culture of safety and behaviour based on safety principles.</li> </ul>                                                                                                                                                                                                                                                 |
| Best Practice and Benchmarking | Support the team in achieving excellence through the establishment, management and monitoring of financial systems, processes, standards and service delivery benchmarks.                                                                                         | <ul style="list-style-type: none"> <li>• Establish, monitor and review financial benchmarks to meets budget objectives.</li> <li>• Continued improvement plan is created and implemented to ensure expectations/legislation and guidelines are upheld.</li> <li>• Problem solving by applying standards, practices and procedures or operating instructions and involving analysis of</li> </ul> |

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|                                  |                                                                                                                                                                                                                                   | information and the ability to develop and improve methods of survey/design techniques.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Governance and Risk              | Oversee the identification of project and financial risks and appropriate management of these risks to councils' operations. Ensure risks to projects and financial service delivery to business units are identified and managed | <ul style="list-style-type: none"> <li>• Support service delivery to meet the Delivery Plan and Community Strategic Plan outcomes for the organisation.</li> <li>• Project and financial risks are identified on the corporate risk register with appropriate mitigation strategies.</li> <li>• Ensure all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.</li> </ul>                                                                                                                                                                                                                          |
| Customer driven service delivery | Build and maintain relationships with key stakeholders and customers (internal and external) related to program service delivery.                                                                                                 | <ul style="list-style-type: none"> <li>• Establish and maintain a service delivery strategy that is agreed with the Coordinator.</li> <li>• Provide a high level of customer service to manage the expectations of internal and external customers in the resolution of their issues.</li> <li>• Provide guidance, advice and coordinate requests for further information regarding applications.</li> <li>• Enhance your knowledge base.</li> <li>• Drive a customer service approach in all internal and external interactions.</li> <li>• Ensure that the Coordinator receives accurate and timely project and financial reporting data.</li> </ul>                         |
| Finance                          | Create, manage preconstruction activities expenses and control financial and physical resources within agreed budgets, timeframes and reporting standards.                                                                        | <ul style="list-style-type: none"> <li>• Services are delivered to the established benchmarks within the agreed budget tolerances and timeframes.</li> <li>• Design Project Budget Reports are provided to Supervisor in clear and concise manner according to Council requirements.</li> <li>• Ensure works are undertaken in compliance with designated resource allocations.</li> <li>• Monitor and report monthly in accordance with Council standards and expectations, including trend analysis and dashboard reporting</li> </ul>                                                                                                                                       |
| People                           | Actively and positively participate as a member of the Design Services team & build and maintain relationships through constructive behaviours.                                                                                   | <ul style="list-style-type: none"> <li>• Demonstrate accountable, affiliative and constructive behaviours in all interactions.</li> <li>• Foster an engaged and empowered workforce. Embrace continuous improvement principles to improve delivery of services to Council customers.</li> <li>• Commitment to fostering and participating in a positive team environment.</li> <li>• Be flexible and adaptable to the changing needs of the team.</li> <li>• Participate and contribute.</li> <li>• Be available to take on other roles as required (e.g. in leave periods).</li> <li>• Mentor and provide advice to Design Officers and/or Engineering Assistants.</li> </ul> |
| Drive Innovation                 | Create a culture that inspires people to generate innovative solutions that                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Network with peers and other industries to continue to generate business improvements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                | optimise revenue to Lismore City Council.                                                                                                               |                                                                                                                                                                                                                                                                                                                                     |
| Communication and Consultation | High level of written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with. | <ul style="list-style-type: none"> <li>• Provide clear concise information.</li> <li>• Implement high level conflict resolution and negation skills.</li> <li>• Application of influencing skills to lead and encourage your team to embrace change, demonstrating accountable, affiliative and constructive behaviours.</li> </ul> |

## Entry Level Qualifications and Skills and Experience

### Qualifications, certificates and licences

#### Essential

- Engineering Degree or equivalent in relevant discipline and/or extensive experience in civil infrastructure design.
- Professional membership with of an engineering or relevant industry organisation (e.g., Engineers Australia, Australian Water Association).
- General Construction Induction Certificate (White Card).
- Current Class C Driver's Licence.

#### Desirable

- Select or Modify Traffic Control Plans

### Experience, skills and knowledge

- Demonstrated extensive experience and ability to deliver services aligned to the business activities of the team.
- Demonstrated experience leading behavioral change in an established team and inspiring people to drive engagement, change and accountability.
- Proven high degree of personal integrity, emotional intelligence, flexibility and comfort working with ambiguity while driving towards clarity and solutions.
- Ability to lead the team in the development of competitive advantage and solutions to business problems and opportunities.
- Sound understanding and practical application of statutory requirements of various Acts, regulations and guidelines relevant to the position.
- Proven track record in positively and successfully implementing change management processes in complex and sensitive circumstances.
- Demonstrated experience in conflict resolution and negotiations that require high level communication and planning to achieve successful outcomes.
- Sound business planning, organisational, financial, and high-level report writing and administrative skills.
- Ability to create an environment in which innovative, efficient and effective ways to meet customers' needs are generated by colleagues and other organisational stakeholders.
- Demonstrated experience in the delivery of effective high-level customer service.
- Demonstrated experience in working collaboratively with peers to ensure consistency in the achievement of organisation objectives (multi-skilling, information and resource sharing).
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Extensive experience in managing workloads to comply with tight deadlines in a high-pressure work environment with a high volume of work.
- Demonstrated computer literacy, including computer aided drafting software, word processing, excel and maintaining corporate records including Council information management software (such as Authority, Content Manager and GIS).
- Demonstrated commitment to ethics, probity and transparency in decision making.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.