

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Technical Specialist – Civil Design	Level	8
Business Unit	Engineering Services	Position Number	00199
Directorate	Infrastructure Services	Date Established	November 2006
Reporting to	Coordinator Civil Design and Construction	Date Updated	February 2025

2. KEY OBJECTIVES

- Undertake design management for Civil Design Projects allocated under the City's Engineering Capital Works Program.
- Develop and design civil engineering projects, including cost estimates.
- Provide specialist engineering and project management support and advice to internal and external customers.
- Undertake financial management responsibilities related to technical specialist civil design.

3. KEY ACCOUNTABILITIES

- Work is undertaken to a high standard in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Provide accurate and timely technical civil design advice to internal and external customers.
- Project work is undertaken in accordance the requirements of the City's Project Management Framework.
- Contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Financial management activities are undertaken in accordance with City procedures and processes.
- Prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES:**

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<p>Outcome: Capital Works Projects</p> <ul style="list-style-type: none">• Coordinate and deliver the project and contract management of civil capital works projects.• Manage and deliver projects in accordance with the agreed scope, timeframes, quality and budgets; including supervision of construction works.• Prepare and review designs and cost estimates for current projects and future works, including relevant project reporting documentation.• Prepare and review written documents including project briefs, project proposals, briefing documents, designs, technical reports, planning reports, community correspondence and internal documentation.• Interpret and administer engineering standards and specifications.• Liaise with consultants, contractors, utility service providers, government agencies and the general public in relation to project design and construction.• Respond to enquiries and resolve issues from internal and external customers.• Comply with the City's processes, work practices and documentation to support maintaining Quality Management System and ISO 9001 certification.• Display attitudes and behaviors that support a culture of continuous improvement across Infrastructure Services.• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience. <p>Outcome: Contract Management</p> <ul style="list-style-type: none">• Prepare tender documentation and scope of works for contractors.• Participate as a panel member for evaluation of tenders.• Prepare reports and supplementary information to Executive Leadership Team and Council regarding tender processes.• Arrange quotes for works to be undertaken by contractors and consultants, assess quotes against requirements and make appropriate recommendations.• Represent the City as contract superintendent and provide contractors with relevant access, information and direction, ensuring effective liaison with internal and external stakeholders.• Monitor progress and oversee the performance of the contractors and consultants against the scope of work to ensure works are completed to the satisfaction of the City.• Administer the requisitioning and receipting of goods and services in accordance with quotes. <p>Outcome: Technical Advice</p> <ul style="list-style-type: none">• Act as a technical lead; guiding and mentoring design teams to deliver high quality designs.• Identify, analyse and resolve complex technical challenges in civil design projects.• Lead optioneering sessions with design teams.• Analyse design options, consider constraints and optimise designs to meet project objectives.• Identify and resolve construction issues relating to design, minimising project delays.• Present and defend design options to technical groups and stakeholders.• Provide high level technical engineering and project management advice and support to internal stakeholders on allocated projects according to project briefs and required outcomes.• Prepare correspondence and reports on project related and other issues.• Contribute to the development of civil design procedures, standards, guidelines and policies.

Outcome: Financial Management

- Manage project budgets and expenditures, including variations to project scope, certifying completed works, endorsing invoices for payment and alerting Coordinator of potential overspend.
- Assist with developing the annual budget in accordance with corporate financial requirements.
- Monitor, review and report on expenditure to ensure conformity with budget outcomes.
- Provide reporting on projects and forward planning strategies.

5. WORK RELATED REQUIREMENTS**Essential Skills, Knowledge, Experience and Qualifications:****Highly developed skills:**

- Technical design and design management.
- Interpersonal (including problem solving, decision-making, negotiation, conflict resolution and written/verbal communication).
- Organisational and time management skills, with proven ability to effectively prioritise multiple complex projects to meet deadlines and achieve desired outcomes.
- Computer literacy including GIS, CAD and Microsoft Office.
- Interpreting designs and resolving technical issues.
- Working both independently and as part of a multi-disciplinary team.

Comprehensive knowledge:

- Technical standards and specifications relating to road and drainage design such as MRWA, Austroads, Australian Standards, and AR&R.
- Statutory requirements and Council policies.
- The roles and functions of relevant government agencies.
- Contemporary and innovative civil engineering trends, issues and practices.
- Well-developed knowledge of estimating practices and procedures.
- Well-developed knowledge of quality management, risk management and control procedures.
- Working knowledge of Work Health and Safety requirements in relation to construction techniques.

Extensive experience:

- Civil engineering design and construction.
- Project and contract management of civil engineering projects.
- Preparation of briefs and general conditions of contracts, tenders and specifications and the use of AS2124 and AS4000 for contract works, control and authorisation of expenditure.
- Estimating and programming of works.

Qualifications/Clearances:

- Tertiary qualification in Civil Engineering or equivalent qualification.
- Diploma in Contract Management or equivalent experience.
- Diploma in Project Management or equivalent experience.
- Current WA 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. **EXTENT OF AUTHORITY**

- Has significant delegated authority.
- Responsible for control and coordination of projects including cost effectiveness and timeliness; establishes work priorities and monitors workflow in area of responsibility.
- Required to use professional knowledge and approach to solve complex problems.
- A high degree of initiative and professional judgement is required as decisions and actions may have significant effect on the projects and work area being coordinated.
- Responsible for decision making in a work area and the provision of expert advice including the provision of verification of compliance with relevant statutory and civil engineering standards.

7. **WORKING RELATIONSHIPS**

Level of Supervision:

- Works under limited direction.

Internal:

- Infrastructure Services.
- Financial Services.
- Information Technology.
- Other Business Units.

External:

- External service providers including contractors, design consultants, specialists and utility service providers.
- CAD Support/User Groups.
- Local, state and federal government agencies.
- Residents and general public.

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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