



Performance Profile Civil Engineer

Our Vision	Our Objectives	Our Values
<p>A vibrant coastal community, connected to the environment, living the village lifestyle.</p>	<ul style="list-style-type: none"> • Enhance community connection and well-being. • Operate as environmental custodians for the future. • Support local jobs, industry, and small business and facilitate sustainable development. 	<p>Consistency Sustainability Honesty Integrity Teamwork Transparency Respect</p>
Our Commitment		
<p>Protect what makes us special, improve our quality of life, and plan for future generations.</p>		

Position:	Civil Engineer	Direct Reports:	No direct reports
Department:	Technical Services		
Reports to:	Manager Technical Services		
Status:	Fulltime/Part-time		

Performance Summary
<p>The Civil Engineer is expected to:</p> <ul style="list-style-type: none"> • Coordinate and deliver infrastructure projects that meet the needs of the community. • Have excellent investigation, analytical and design skills. • Have an excellent level of inter-personal and communication skills, delivering a high level of technical advice to a diverse range of clients both internal and external. • Be solution focused and have a 'can do attitude'. • Champion the Shire's vision, values and mission statement. • Be inspired and motivated as part of the Technical Services team.

Key Responsibilities

- Provide preliminary project plans in line with the Asset Management, Corporate Business and Long-Term Financial Plans.
- Undertake Civil Engineering Design, whilst considering impact on our natural and built environment.
- Delivering capital works projects on time, whilst being fiscally responsible.
- Assist with funding applications relating to infrastructure projects.
- Undertake routine inspections relating to development services, utilities works and verge activities.
- Liaise with external agencies and utility authorities to ensure road reserve assets are maintained to a high standard.
- Monitor the shires network traffic whilst providing outcomes to relevant stakeholders.
- Provide a high-level of customer service both internally and externally, whilst supporting the connection with our diverse community.
- Accept new responsibilities, help team members, learn new skills and focus on organisational improvement.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Undertake other duties as required by the Manager Technical Services

Position Requirements

- Tertiary qualifications in a relevant field or experience in Local Government Civil Engineering.
- Project and Contract management experience.
- Experience in monitoring, compliance and reporting.
- Experience in RAMM software (desirable).
- Experience in GIS and/or experience in similar role (desirable).
- Sound knowledge of AutoCAD Civil 3D or similar software packages (desirable).
- Construction Safety Awareness Card (desirable).
- 'C' Class Driver's Licence.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____