

CIVIL DRAFTER

POSITION DESCRIPTION

Position Title:	Civil Drafter
Responsible To:	Team Leader, Technical Design
Council Portfolio:	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 4

Overview of Portfolio

The City Infrastructure Portfolio is responsible for Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Councils strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program
	City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Industry
	Service Authorities
	Contractors
	Stakeholders, including the community
	Consultants

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Primary Purpose

As part of the Infrastructure Program the Civil Drafter will undertake drafting services to the Technical Services team under direction of the Senior Design Drafter, Senior Landscape Architect and Engineering team, that contribute to achieving the City of Adelaide's Strategic Plan outcomes.

Responsibilities

The Civil Drafter is responsible for:

- Contributing to the provision of professional drafting services for the design documentation to facilitate the capital works program.
- Producing technical drawings for Council's capital works program, including civil and stormwater infrastructure, landscape architecture and urban design, traffic and transport roads, drainage, and footpaths.
- Maintaining all revisions of project drawings and drafting log.
- Contributing to the development, drafting and quality control of Council's standard detail suite.
- Working closely with designers, engineers, and other staff within the Technical Services team to ensure accurate technical design documentation.
- Communicating with project team staff, consultants, contractors, and other authorities as required.

Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for:

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

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Position Criteria

Qualifications	A relevant qualification in civil drafting, certificate, diploma and/or associate degree in civil engineering drafting (design drafting) or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Ability to work in an open, creative and collaborative project-based environment.	Essential
Technical Knowledge & Experience	Demonstrated skill with Microsoft Office and high proficiency in AutoCAD and producing accurate design drawings. Manual design and drafting skills. Knowledge of Australian drafting standards, building construction, practices and techniques.	Essential
	Demonstrated technical knowledge of civil engineering and ideally 2-5 years drafting experience in the civil and infrastructure field. Knowledge of Australian standards, codes of practice, authority regulations and accepted industry best practice for the design and installation of engineering services associated with civil engineering projects and local government public realm projects.	Desirable
	Knowledge of 2D outputs from 12D.	Desirable
Project Management	Experience in the delivery of design, documentation and quality assurance to meet highest industry standards and statutory regulations.	Essential
Innovation & Initiative	Demonstrated ability to think conceptually and creatively.	Essential
Resource Management & Decision Making	Proven high level of initiative and self-discipline with ability to prioritise a broad program of works and make decisions relevant to position. Critical thinking skills to assist in problem solving by assessing a situation and identifying potential solutions.	Desirable
Professional Development	A commitment to ongoing professional development and continuous learning. Confident in their abilities to work autonomously, unafraid to ask for help.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable advice on matters within area of responsibility.	Essential
Collaboration & Communication	Work effectively within project teams to ensure expected outcomes for clients and key stakeholders are met, delivered on time and within budget.	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system.	Desirable
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

The below table summarises the physical demands of this role.

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

Physical Demand	O	F	C	Description	FCE Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Shift Duration: Business hours Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationary, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances with in the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.