

# JOB ROLE STATEMENT

## CIVIL DRAFTER



### KEY RESPONSIBILITIES

Designs and prepares drawings for various civil, road and drainage projects, generally using AutoCAD and MicroStation.

### KEY DELIVERIES

#### Supervision and Management

- Provides support to other drafting staff.

#### Drafting

- Prepares engineering design drawings and drawings for various civil, road and drainage projects in accordance with the relevant guidelines, standards and codes of practice.
- Carries out site inspections and measurements when required and reports and documents those observations in drawings or other records.
- Contributes to the development, maintenance and improvement of job management processes and systems within the company.
- Undertakes to research and include innovation in drafting solutions where appropriate.

#### Administration

- Assists engineering staff to acquire electronic and other data from a variety of sources.
- Prepares records and manages the filing of documentation, drawings, maps and the like in accordance with company guidelines and processes.
- Contributes to the development, maintenance and improvement of job management processes and systems within the Company.
- Other duties and assignments as required.

#### Contract Management

- Assists in the preparation of tender and contract documentation.
- Carries out site inspections and measurements when required and reports the results.
- Contributes to the development, maintenance and improvement of contract management processes and systems within the Company.

#### External Relationships

- Represents the Company with honesty and integrity.
- Responds promptly to Clients' requests.

### REPORTING RELATIONSHIPS

This position reports to the: **CIVIL TECHNICAL LEAD**

### LOCATION

WML Consultants (Bunbury).

### POSITIONS UNDER DIRECT SUPERVISION

Nil.

### SELECTION CRITERIA

- A Diploma in Civil Engineering or other related discipline, or an equivalent level of skill, knowledge and at least 5 years of experience in similar role.
- Comprehensive skill, knowledge and experience in:
  - one or more of civil, road and drainage drafting,
  - proficient skills in AutoCAD.
  - Familiarity with MicroStation would be advantageous.
- Knowledge of:
  - policies and practices relating to Quality Assurance, Occupational Safety and Health, Environment, Equal Employment Opportunity, diversity, and equity.

### HSE RESPONSIBILITIES

Employee is responsible and accountable for:

- Taking responsibility for their own safety and health.
- Ensuring that they do not adversely affect the safety and health of any other person in the workplace through any act or omission.
- Complying with the companies HSE policies, procedures and associated requirements.
- Comply with all reasonable instructions.
- Wearing and using personal protective clothing/equipment as instructed.
- Maintaining and caring for personal protective clothing/equipment provided for their safety and health.
- Reporting all personal injuries, incidents, including near misses, unsafe acts and environmental impacts.
- Correcting hazards and environmental impacts and reporting them to their supervisor.
- Cooperating with management on matters related to HSE.
- Actively involving themselves in all HSE programs and activities

### WORKING CONDITIONS

The Employee must be able to comply with the following working conditions for the position:

- Must be able to comply with existing working conditions with office specification;
- Must be willing to comply with Police Clearance;
- Must be able to read and understand English clearly;
- Must be willing to be subjected to work place assessments regarding work station set-up requirements;
- Must hold a current driver's license for the position required;
- Must meet physical requirements for the position.
  - **Physical Demands**  
The employee will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The employee may also have to do some light lifting of supplies and materials from time to time.
  - **Environmental Conditions**  
The office may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of co-workers, clients, and contractors. The employee may find the environment to be busy and will need excellent organizational and time and stress management skills to complete the required tasks.

**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. These requirements will change from time to time and this Job Statement will be updated in consultation with the employee that fills this position.

**EMPLOYEE ACKNOWLEDGEMENT**

I \_\_\_\_\_ have carefully read and understood my Job Role Statement as provided by the WML Consultants, furthermore, I agree to maintain this duties in my position according to WML Consultants Standards, Policies and Procedures.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

APPROVAL SECTION (OFFICE USE ONLY)			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>			
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>			