

JOB ROLE STATEMENT

DRAFTING OFFICER LEVEL 4

DIRECTORATE
BRANCH

PLANNING AND TECHNICAL SERVICES
ROAD AND TRAFFIC ENGINEERING

POSITION NO P0070512

KEY RESPONSIBILITIES

Prepare technical drawings in accordance with Main Roads' technical standards and guidelines as well as the design information and technical specifications from internal clients. Undertake geometric road design and structural drafting for Main Roads' projects.

KEY DELIVERIES

Drafting Services

- Prepare technical drawings associated with project work, guidelines, standard drawings and typical details using AutoCAD and/or MicroStation.
- Undertake technical drafting activities as a member of Road Design and Structural Design project teams.
- Collect, collate and verify background technical data for road design and structural design projects.
- Liaise with internal Main Roads' clients to ensure that drafting details provided are clear, practical and compatible with desired outcomes.
- Provide technical support with geometric road design activities, including the review/audit of road designs prepared by consultants.
- Provide technical support with structural activities, including the review/audit of structural designs prepared by consultants.
- Assist in on the job training of graduates and other junior staff.
- Provide technical support in the development and monitoring of technical standards and guidelines relating to road and structural design.
- Co-ordinate the transfer of new and updated Guidelines to the Branch website.
- Maintain storage and retrieval of road designs and structural models and plans.

Stakeholder Relationships

- Build and maintain collaborative working relationships with internal Road and Structural Design project teams in order to deliver timely drafting services to clients.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions including the Metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The occupant of the position may be required to perform any other roles within the Occupants level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation objectives and the occupant's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**

PRINCIPAL DESIGN CONSULTANT

LEVEL 7

POSITION NO

P0061398

DRAFTING OFFICER LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

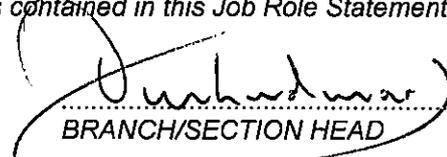
- Sound skill, knowledge and experience in:
 - road and/or structural design drafting
 - use of AutoCAD computer drafting software
 - drafting including presentation of drawings, standards and layouts
 - drawing records information management
 - building and enhancing stakeholder relationships
- Knowledge of:
 - other computer drafting software such as: Bentley’s OpenRoads, MicroStation and 12D Model
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

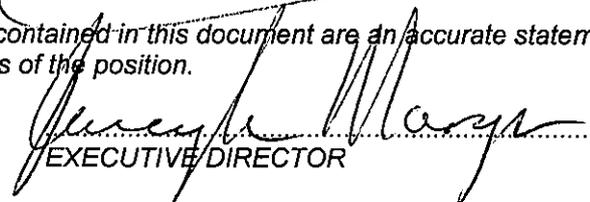
- An Advanced Diploma in Civil Engineering.

CERTIFICATION

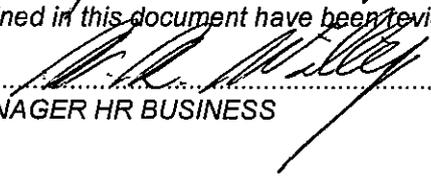
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  MRE DATE 31/07/20
 BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 31/7/20
 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 31/7/20
 MANAGER HR BUSINESS