



## INFORMATION PACKAGE

### POSITION VACANT

### DEVELOPMENT & DESIGN ENGINEER

REF NO: F133.01.200

**CLOSING DATE: 12PM THURSDAY 1ST NOVEMBER 2018**

**CONTENTS**

- Position Description*
- Conditions of Employment*
- Organisational Chart*

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**BY: 12PM THURSDAY 1ST NOVEMBER 2018**



#### Boorowa

6-8 Market St  
Boorowa NSW 2586  
P: (02) 6380 2000  
F: (02) 6380 1299

#### Harden

3 East St  
Harden NSW 2587  
P: (02) 6386 0100  
F: (02) 6380 1299

#### Young

189 Boorowa St  
Young NSW 2594  
P: (02) 6380 1200  
F: (02) 6380 1299

# POSITION DESCRIPTION

POSITION	DEVELOPMENT & DESIGN ENGINEER
Directorate:	Infrastructure
Section:	Service Planning
Reports to:	Engineering Services Manager
Direct Reports:	Survey & Design Engineer
Conditions of Employment:	Full time / 35 hours per week / nine-day fortnight 3.5% Engineers Civil Liability Allowance 9.5% employer superannuation contributions NSW Local Government (State) Award 2017

## PURPOSE OF THE POSITION

The position is responsible for ensuring that the design and construction of civil engineering works by consultants, developers, project engineers and contractors in relation to development is in accordance with Hilltops Council's standards and community expectations while protecting and enhancing the natural and built environment.

## KEY ACCOUNTABILITIES

- Assessment of civil engineering designs of all complexity and associated documentation submitted to Council as part of applications for construction certificates (subdivisions) under the Environmental Planning and Assessment Act; design approval for works under the Local Roads Act and storm water drainage works under the Local Government Act and approval and issue of construction certificates for all of the above.
- Liaise with applicants prior to and during the civil engineering design assessment process, in a timely manner, to enable efficient resolution of design matters.
- Provide advice, mentoring and feedback to the Survey & Design Engineer in the assessment of civil engineering design matters as well as engineering assessment staff and internal / external stakeholders in relation to design requirements for conditions of development consent.
- Carry out or coordinate "Safety in Design" reviews of road related design projects including traffic related design projects completed by either council staff or external providers prior to works execution.
- Calculate fees and provide quotations and/or invoices for customers in relation to applications for construction certificates, applications for Local Roads Act Design Approvals and applications for Local Government Act Storm Water Design Approvals.
- Develop and continuously update the Council's Subdivisional and Development Guidelines and other Infrastructure Technical Standards, Technical Guidelines and associated systems and procedures.
- Estimate quantities and costs based on civil engineering designs for various civil engineering works and carry out site inspections as part of the assessment of civil engineering designs.
- Liaise with other departments within Council to establish suitable design requirements in relation to non-standard design requirements.
- Apply judgement in weighing competing priorities with regards to infrastructure asset management, risk and financial liabilities, legal implications, environmental impacts, technical and sustainability issues.
- Encourage the use of techniques and technologies that reduce demand on the natural environment and built infrastructure to support Council's move towards sustainable development.

- Keep up to date with design standards and guidelines and industry practice in relation to civil engineering works in particular roads and storm water drainage works.
- Investigate, analyse and prepare infrastructure and civil designs, including preparation of specifications, quotations, cost estimates, purchase requisitions, design schedules, tender evaluations and contract documentation as required.
- Prepare designs, drawings, layouts, presentations and designs utilising computer aided drafting and manual drafting techniques.
- Analyse existing and proposed drainage systems, and provide designs and estimates for urban and rural drainage systems or structures;
- Manage works contracts including attending site meetings, liaison with surveyors, engineers, project managers and other professionals and stakeholders.
- Liaise with suppliers, consultants, contractors and clients to develop comprehensive, efficient and achievable project proposals.
- Assist with the preparation of project management plans, environmental management plans and project documentation as required.
- Facilitate a culture of continuous improvement, collaboration and exceptional customer service.
- Undertake other duties as directed within the skills and abilities of a position at this level.

## KEY MANAGERIAL ACCOUNTABILITIES

This position:

- Has the authority to certify that works meet relevant statutory requirements and is accountable/liable for own actions or decisions and resulting consequences (including legal).
- Is required to make autonomous and independent decisions influenced by Council policy, the situation and relevant legislative framework.
- Identifies requirements as an input to budget development.
- Looks for ways to save costs and is conscious of budget constraints and cost implications of own actions within own work area.
- Influences a number of separate community groups through policy application and development.

## LIMITS OF AUTHORITY

This position will often make decisions by choosing the appropriate process or direction, with more complex problems being referred to the Engineering Services Manager.

Act within regulations and Council policies and guidelines.

## SELECTION CRITERIA

### Essential:

- Recognised tertiary qualification in civil engineering or related field and eligibility for membership with Engineers Australia.
- Demonstrated 7 or more years solid contemporary experience in an engineering role and combined with ongoing professional development.
- Demonstrated sound knowledge of engineering construction and maintenance techniques including, but not limited to, earthworks, road and bridge construction and storm water drainage.
- Demonstrated experience in development assessment, construction supervision and the subdivision process with sound knowledge of engineering design for urban and rural environments.
- Extensive knowledge directly related to civil engineering design including experience and a general knowledge of all aspects associated with development and environmental planning.
- A good understanding of the Environmental Planning and Assessment Act, the Roads Act, Water Management Act and the Local Government Act is required together with an awareness of other related environmental and planning legislations and regulations.
- Demonstrated proficiency in providing technical expertise, coaching and advice to staff to allow them to effectively undertake their responsibilities and duties.

- Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation.
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
- High level computer skills including experience with Windows based packages and computer aided drafting design packages such as AutoCAD, CivilCAD, Drains and 12D.
- Experience with or demonstrated highly developed working knowledge of the use of current total stations used in the civil engineering industry.
- Experience with or demonstrated highly developed working knowledge of road design output files required for field machine control.
- Class C Drivers Licence.

**Desirable:**

- Previous experience in Local Government.
- Recognised as a chartered engineer or registered engineer.
- Knowledge of traffic regulations, NHVR processes and works in road reserves.
- Post graduate qualifications in Civil or Environmental Engineering.
- RMS Prepare Work Zone Traffic Management Plan.

## ORGANISATIONAL ACCOUNTABILITIES

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> <li>• Provide effective service to Council customers and the community.</li> <li>• Provide effective service to internal customers.</li> <li>• Present a positive image of council.</li> </ul>

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date:

## CONDITIONS OF EMPLOYMENT

Position	Development & Design Engineer
Ref No	F133.01.200
Grade	To be negotiated with the right applicant – plus 9.5% superannuation and 3.5% Civil Liability Allowance
Employment Status	Full Time
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of Work	35 hours per week.
Pre-employment Medical	Applicants may be requested to undertake pre-employment medical assessments at Council's expense to determine that the applicant is safely able to undertake the duties of the position.
Location	Young Office – 189 Boorowa Street Young.
Leave entitlements	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement, which includes provision for carers leave.</p> <p>Additional 3 weeks accumulated on each anniversary of appointment.</p> <p>Other leave provisions as per Local Government (State) Award 2017.</p>



# ORGANISATIONAL STRUCTURE

