

POSITION DESCRIPTION



M: PO Box 733, BENDIGO 3552
A: 15 Hopetoun Street, Bendigo
P: (03) 5434 6000
W: www.bendigo.vic.gov.au

POSITION TITLE & NUMBER:	Stormwater Engineer (#376)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Band 6
FULL TIME SALARY RANGE:	\$86,856 - \$94,653 plus superannuation
UNIT:	Engineering

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

The vision for Greater Bendigo is "Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future". As the Council we work in partnership with our community to move toward this vision.

As an organisation we aspire to be a values driven, be a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE UNIT

The Engineering unit manages a range of public infrastructure on behalf of the City including local roads, bridges, stormwater, dams and subdivision engineering services. This involves ongoing monitoring of asset condition and performance, asset planning, survey, civil design and delivery of capital works projects. The unit is also responsible for managing the City's geographic information services and asset management data.

POSITION OBJECTIVE

- Provide dedicated, technical oversight and timely advice to internal and external stakeholders in relation to stormwater drainage and floodplain management.

KEY RESPONSIBILITIES AND DUTIES

- Act as the City's primary contact point for all stormwater drainage and flooding related enquiries, providing a high standard of customer service in accordance with the City's charter. .
- Guide the direction of the City's floodplain management and stormwater drainage networks.
- Provide a proactive and structured approach to stormwater drainage capital works planning.
- Undertake flood studies of various scale and complexity.
- Prepare individual Project Briefs and develop forward capital works programs for stormwater drainage renewal and upgrade and support with the preparation of budget submissions.
- Support the City's Engineering Development team in various matters relating to stormwater drainage and flooding.
- Project manage and administer contracts of varying scale and complexity in relation to stormwater drainage and flood mitigation projects.
- Process Build Over Easement consent applications and Building Floor Level information

Our Values & Behaviours



- Liaise with internal and external stakeholders in order to achieve optimum stormwater drainage and flood mitigation outcomes for the community.
- Provide reports to the City's insurers where appropriate in response to compensation claims relating to flooding.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Stormwater drainage, floodplain management, project management, budgets, attention to detail
Personal attributes:	Communication, teamwork, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Infrastructure Development
Supervises:	Nil
Internal Liaisons:	Staff members, Managers and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations are required for this role.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- The Presentation and Assets Directorate operates under a standards based Integrated Management System (IMS) for Quality, OH&S and Environment. All Presentation and Assets Staff are required to comply with the requirements of the IMS.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in Engineering or similar discipline.

KEY SELECTION CRITERIA

- Engineering qualification and relevant experience.
- Demonstrated knowledge and comprehension of Civil Engineering in a municipal context along with experience with stormwater management.
- An effective team member with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
- Proficient in the use of computer software including Microsoft Office suite.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.
- Knowledge and comprehension of Civil Engineering in a municipal context
- Experience with stormwater management

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.