



# Position Description – Development Engineer

<b>Position:</b>	<b>Development Engineer</b>
<b>Band:</b>	<b>Band 7</b>
<b>Position Number:</b>	<b>10115</b>
<b>Business Unit:</b>	<b>Priority Development Team</b>
<b>Directorate:</b>	<b>Planning and Development</b>

<b>Name of Occupant</b>	Vacant
<b>Date Approved</b>	12 August 2021
<b>Approved By</b>	Coordinator Priority Development

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## Position Objective

To participate in the development of the Council's infrastructure by supervision of subdivisional physical works and provision of technical advice.

To undertake developer subdivision inspections, liaise with service authorities, residents and contractors to ensure set standards or requirements are met.

To effectively plan and deliver assigned Council's Capital Works Projects, including contracting functions and processes required of the Community Assets Department.

## Key Responsibility Areas

The following are the key responsibility areas for the position:

### 1. Subdivisions

Compliance with approved subdivisional plans and reporting:

- Check road & drainage construction plans and computations and approve works.
- Conduct site inspections such as proof rolls, drainage works, pavements, footpaths, kerb & channel, and asphalting works.
- Record and document all inspections in their appropriate location(s).
- Conduct random surveillance.
- Issue Certificate of Practical Completion, and consent to issue of Statement of Compliance.
- Provide handover advice of new subdivisional infrastructure assets to Assets Management Unit and to Urban Operations Unit.
- Update Council's Subdivision Management System (SMS) as required.

### 2. Legal Point of Discharge

- Provide advice to Council's Building Unit in relation to legal points of discharge for proposed developments within the set time frame in accordance with Council policy.

### 3. Reporting & Administration

- Ensure all the work undertaken is carried out in a healthy and safe manner and that unsafe aspects of the workplace are immediately rectified.
- Investigation and reporting such as:
  - Conduct minor engineering investigations as directed.
  - Conduct monthly reporting on subdivision income as directed
- Administration and correspondence as required

### 4. Customer Service

- Respond to all requests in a timely manner for technical information/advice from members of the public, service authorities, consultants, developers, government departments and Council departments
- Monitor and respond to Customer Request Management system (CRM) requests in a timely and effective manner.
- Provide technical advice to consultants/developers in relation to Council standards.
- Provide technical advice to Council Building and Planning Units in relation to proposed development.
- Liaise with external service authorities, government departments, private consultants and the public as required for specific projects.
- Keep abreast of current trends, standards and Code of Practice as they relate to Council works.

### 5. Investigation/Policy Development

- Carry out investigations on issues including drainage, parking, pavement depth, road closures/leases, footpath damage, signage and prepare reports and correspondence as required by the Coordinator.
- Investigate, review, monitor and assist in development of policies and standards.

### 6. Project and Contract Management

- Develop and deliver assigned projects through project planning, scoping development and delivery phases to achieve scope, cost, quality and time objectives.
- Prepare and develop various documentation including Project Proposal Reports, tender documents, attend to tender processes on assigned projects and undertake contract supervision role.
- Prepare monthly reports and undertake rigorous scope, cost and risk management roles.
- Ensure the activities of capital works contractors conform to Council requirements and statutory requirements outlined in various legislation.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

## Organisational Relationships

**Reports to:** Coordinator – Priority Development

**Supervises:** Not Applicable

**Internal Liaisons:** Directors, Managers and Council staff

**External Liaisons:** Other government departments and service authorities, local contractors and consulting engineers, ratepayers and the general public.

## Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

**Optimistic** – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** – by resolving issues and making the best possible use of our time, effort and resources.

**Respectful** – of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** – by undertaking our work in an open, honest and transparent manner.

## Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

## Qualifications and Experience

The qualifications and experience required for the position include:

- Equivalent of two years relevant experience in local government engineering practice and a Degree or Diploma in Civil Engineering or equivalent.
- Current driver's licence.

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## Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Accountable for ensuring that an appropriate engineering standard is maintained in design and construction works that are carried out and that Council standards are upheld for works that come under the jurisdiction of the Infrastructure Department.
- Information advice and service provided to the public is accurate and does not conflict with Council's goals, practices budget or policies.
- Authority as delegated by the Coordinator –Infrastructure Planning & Growth to perform duties as specified.
- Advise and support on the development of policies and standards within area of expertise.

## Judgement and Decision Making

Judgement and decision making will be within the ambit of the following:

- Make decisions and problem solve based on sound engineering practices, process or precedent and using technical knowledge.
- Guidance and advice are not always available within the organisation

Ability to undertake given duties with minimum supervision, producing work of a high standard within a given time frame and to a given budget

## Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:-

- A sound knowledge of civil engineering design and construction techniques, as they apply to Local Government
- Ability to analyse engineering problems and research available options and recommend appropriate actions.
- Understanding of the various Acts, Regulations, Standards and Codes of Practice that affect Council and private works that come under Council jurisdiction.
- Understanding of the principles and practices of estimating and budgeting of Council works, civil works and other financial procedures related to the role.
- Have a working knowledge of engineering software (Civil Cad) and the Microsoft Office suite of software, especially Word, Excel and Outlook.

## Management Skills

The required management skills include:

- Plan and organise own work, set priorities to meet goals and objectives despite conflicting pressures.

- Understanding and ability to implement organisational practices and policies, including, Occupational Health and Safety.
- Adapt to new tasks and new technology quickly and efficiently.
- Work as part of a team.
- Communicate and carry out functions in a professional and efficient manner.

## Interpersonal Skills

Interpersonal skills include:

- Foster good relationships with internal and external customers through verbal and written communication and present ideas in an organised manner.
- Work as part of a team promoting good public relations and a corporate team image.
- Ability to gain co-operation and assistance from other staff and people with whom the position interacts
- Ability to Discuss and resolve problems with key stakeholders and negotiate or influence for positive outcomes
- Developed skills in writing professional reports and preparing external correspondence.
- Ability to lead, motivate and develop others as required.

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**ACCEPTED** for and on behalf of the **EMPLOYEE**

[acceptance\_status]

Acceptance of Employee

[candidate\_name]

Name of Employee

[acceptance\_date]

Date