

Position description

Senior Drainage Engineer (Development Assessment)

| Summary information | | | |
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| Section | Asset Design | Directorate | City Architect and Transformational Design |
| Position grade | Grade 17 | Position type | Permanent, full-time |
| Skill descriptor | Band 3 Level 3 | Direct reports | No |
| Reports to | Coordinator Drainage Development Assessment | Release limit | \$0 |
| Approval limit | \$0 | BCC number | BCC1767 |
| Created/reviewed | May 2022 | | |

Our Values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This role is primarily responsible for assessing drainage (stormwater) and flooding development applications to see safe, effective and efficient catchment management and drainage design implementation across our City.
- Act in accordance with the NSW *Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Degree in Civil Engineering or related field
- Experience in floodplain and stormwater (drainage) management
- Knowledge of applicable legislation and regulations
- Solid work experience in GIS packages, computer literacy in Microsoft Office applications and experience in AutoCAD, 12D and water engineering applications such as DRAINS, HEC-RAS, RAFTS, TUFLOW, WaterRIDE and MUSIC
- Sound analytical and problem-solving skills including the ability to determine and adapt management approaches for a broad range of floodplain and stormwater management situations
- Comprehensive understanding of Blacktown City Council's stormwater and integrated water management requirements
- Understanding of water sensitive urban design and other stormwater management devices, including on-site detention and stormwater proprietary devices
- Demonstrated commitment to customer service and ability to work within a team environment
- Excellent interpersonal skills with the ability to communicate clearly and effectively
- Current class C drivers licence.

Desirable

- Chartered engineering qualifications and National Engineering Registration
- Experience in assessing drainage and flooding development applications in a local government context
- Experience in TRIM and Technology One.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Ensure all drainage and flooding development applications have been assessed to meet Council's requirements, professional engineering standards and are of good quality
- Assist the Coordinator to review and approve development application assessments completed by others in the team
- Represent the Development Assessment team and provide advice and support to our customers at Development Application pre-lodgment meetings as part of Council's Gateway team
- Ensure all allocated tasks are completed in due time and key performance indicators are successfully met
- Ensure that requests and complaints are processed promptly

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Assess stormwater and flooding development applications to ensure they meet Council's requirements, professional engineering standards and are of good quality
- Complete and review relevant drainage and flood models
- Provide technical advice to ensure compliance with Council's relevant policies, technical standards and the NSW Floodplain Development Manual
- Liaise with and advise developers, architects, planners, engineers, designers, government agencies etc. with regards to engineering stormwater information and clarifying Council's requirements in accordance

with Council's stormwater and integrated water management requirements and Engineering Guide for Development

- Provide timely and accurate engineering drainage (stormwater) and flooding advice and recommend appropriate conditions in the assessment of development applications to town planners, building surveyors and engineers
- Complete assessments in due time to meet key performance indicators
- Prepare engineering stormwater drainage designs reflecting current "Best Practice" and to maintain acceptable environmental and engineering standards
- Write tender briefs and supervise engineering and/or other consultants engaged on providing professional investigation and/or design services in respect of, but not limited to, stormwater drainage infrastructure inclusive of water sensitive urban design, flood studies, floodplain management studies and plans, and review of environmental impact statements and related background studies
- Negotiate and attend meetings with internal and external customers, including public utility authorities, government authorities, private organisations, property owners, community groups and others regarding a wide range of design activities
- Undertake major design studies as directed by the Manager Asset Design
- Investigate and report on need for legal actions within the terms of delegation for non-compliance with Council's requirements
- Provide when required input to all design planning issues within the City
- Attend to counter and phone enquiries concerning professional engineering advice in regard to stormwater management and related matters
- Work collaboratively with Council's Gateway team and/or equivalent, by attending Development Application pre-lodgment meetings, providing advice and support to our customers relating to drainage and flooding matters
- Remain informed of any technological advances pertaining to the engineering profession in general and water and environmental engineering in particular. Especially in relation to computer-based design aids, stormwater management, proprietary products and services
- Attend seminars, workshops and conferences, where approved, to improve technical knowledge and enhance or acquire essential skills
- Maintain adequate records of all investigations and designs and conform to the requirements of the Section's Quality Management System. Particularly in relation to project files including computer catchment model(s) data files, catchment files, catchment plans and other relevant and/or critical information
- Provide timely, professional advice to the Manager Asset Design, Coordinator Drainage Development Assessment, Council and other relevant stakeholders
- Ensure effective and harmonious working relationships with other design staff and ensure communication is maintained through regular meetings
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Acknowledgement and agreement

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| Employee | Name | | |
| | Signature | | Date |
| Supervisor | Name | | |
| | Signature | | Date |