

# POSITION SUMMARY

## SUBDIVISION TEAM LEADER (ES170)

<b>Directorate</b>	Engineering Services
<b>Section</b>	Technical Services
<b>Classification</b>	Band 3, Level 3, Grade 10
<b>Position Status</b>	Permanent Full Time
<b>Commencing Salary Range</b>	\$1,836.00 - \$1,929.00 per week
<b>Reports to</b>	Manager Technical Services
<b>Direct Reports</b>	Four
<b>Work Location</b>	Civic Centre 158 Russell Street Bathurst

### Position Purpose

This position will be responsible for:

- Contract development and project supervision of subdivision capital works projects of the order of \$3-10M each
- Management of Strategic Engineering functions, including Section 94 Developer Contribution Plans
- Management of staff (4 in total).

### Key Responsibilities

- Control of new subdivision construction and private development in accordance with Council's Policies, Standards and future planning
- Provision of technical input relating to planning, design and construction of Council land subdivisions
- Manage and monitor the Strategic Engineering function of Council's Engineering Department, which incorporates flood records, flood modelling, flood plain management, Section 94 developer contribution plans and future infrastructure plans
- Prepare civil designs for land development and other municipal works as required.
- Compile and submit detailed documentation required for development consent of 50-300 lot subdivisions
- Prepare detailed contract documentation and manage tender process
- Evaluate tenders and prepare Council report making recommendation on contract award
- Contract administration including assessment of progress claims and variations
- Negotiate dispute resolution with contractors and residents

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Certify and issue practical completion/final certificates
- Oversee site construction of awarded contracts including site inspections
- Co-ordinate multiple projects at one time to meet budget and time constraints
- Oversee Council's road widening / closing and land acquisition process
- Oversee Council's regulatory requirements regarding imposing and enforcing engineering conditions for Development Applications
- Engage and manage external consultants
- Prepare preliminary estimates for strategic budgets
- Research non-standard industry solutions
- Respond to requests for information accurately, professionally and in a timely manner.
- Draft internal and external correspondence
- Display good written and oral communication skills
- Prepare technical reports and reports to Council
- Provide technical direction to staff as required
- Ensure compliance with the WH&S Act 2011 and its regulations of all employees and contractors under the direction or control of the position
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training
- Administrative work, maintenance of procedures and other work in a timely and accurate manner
- Any other duties as directed by Management.

## Selection Criteria

### Essential

- Bachelor of Civil Engineering (or equivalent qualification acceptable for Corporate Membership of the Institution of Engineers, Australia)
- Demonstrated ability in Project Management of municipal works
- High level experience with AutoCAD software, including Civil Site Design
- Demonstrated civil design skills, including stormwater design
- Minimum 7 years' post graduate experience in a similar role
- Advanced ability to accept authority and accountability
- Demonstrated knowledge of Work Health & Safety Legislation
- Possess WHS General Induction Card
- Possess a current NSW Drivers Licence.

### Desirable

- Post Graduate qualifications in Engineering or allied field
- Demonstrated structural design skills
- Demonstrated knowledge of tendering procedures
- Demonstrated Knowledge of Local Government Act
- Demonstrated knowledge of Building Code of Australia
- Demonstrated knowledge of EP&A Act and development consent processes.

## Expected Organisational Standards

- Follow defined WHS procedures.
- Provide service to customers.
- Work effectively in the local government context.
- Work with others in local government.

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- Communicate in the Workplace.
- Follow defined risk management policies and procedures.
- Follow defined ethical guidelines from Council, including Code of Conduct.
- Follow defined environmental sustainability guidelines.

### **Employment Conditions**

- 35-hour week with RDO every third week
- Leaseback vehicle available for this position
- Hours of work are 8.30 am to 4.45 pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.