

Position Description

Position Details			
Position title	Development Engineer	Position number	PD143
Group	Planning & Environment	Previous position numbers	N/A
Section	Planning Services	Reports to	Senior Development Engineer
Area	Development Engineering	Evaluated / approved by	Alice Howe
Team	N/A	Version number	September 2020
Position level code	6 (Line-level employee)		
Position statement	Assess the impact of development on BVSC's public infrastructure by ensuring infrastructure and assets are designed, approved and constructed in accordance with required standards		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Development Assessment and Land Use Planning	<ul style="list-style-type: none"> Assess engineering referrals for development applications and recommend appropriate conditions of consent. Provide technical engineering advice to Planning and Building assessment staff. Attend the Development Advisory Panel as required by the Senior Development Engineer. Respond to enquiries regarding engineering conditions of consent. Contribute to the development of strategic plans and policy associated with development engineering matters. Consult with relevant Government Agencies regarding development engineering matters. Assist the Senior Development Engineer. Process applications for works in the road reserve under Section 138 of the Roads Act. 	<ul style="list-style-type: none"> Conditions of consent are in accordance with BVSC adopted Policy and technical standards. Advice given in an accurate and timely manner.
Construction Certificate and Subdivision Works Certificate Assessment	<ul style="list-style-type: none"> Assess compliance of submitted plans for development construction works. Prepare engineering plans for approval of the Senior Development Engineer. 	<ul style="list-style-type: none"> Assessment is undertaken against the conditions of development consent. Engineering plans are consistent with BVSC's adopted Policy and technical standards.
Certification of Council Assets Constructed Through Development	<ul style="list-style-type: none"> Carry out quality assurance inspections of construction works as specified in the conditions of development consent or Section 138 approval. Provide instructions to contractors as required to ensure works are constructed in conformance with the approved plans. Audit construction works as required. 	<ul style="list-style-type: none"> Construction works are completed in accordance with the approved plans.

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Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Subdivision and Occupation Certificate Assessment	<ul style="list-style-type: none"> • Provide advice on compliance with conditions of consent as related to development engineering matters. • Assess compliance of physical works with Subdivision Works Certificate and draft "Completion of Subdivision Works Certificate" 	<ul style="list-style-type: none"> • All works completed in accordance with conditions of consent. • "Completion of Subdivision Works Certificate" is approved by Senior Development Engineer.
Customer Service and Community Education	<ul style="list-style-type: none"> • Research and reply to written and phone enquiries as relate to development engineering matters. • Attend public forums and meeting as part of the Planning Services team as required by the Senior Development Engineer. 	<ul style="list-style-type: none"> • All enquiries answered within BVSC adopted Policy. • Deal with customers in a professional and courteous manner.
Legal	<ul style="list-style-type: none"> • Assist relevant staff in the preparation of Pin's, Briefs of Evidence and Court Attendance Notices. 	<ul style="list-style-type: none"> • All legal actions and documentation are undertaken and prepared in accordance with relevant legislation and BVSC Policy and Procedure.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated understanding and working knowledge of legislation relating to engineering aspects of planning laws, related Local Government legislation, the Roads Act, survey practice and BVSC policies and procedures.
- Good working knowledge of all aspects of engineering works and services associated with land development, including both urban and rural subdivision design (water, sewer, stormwater, road geometry and pavement designs).
- Experience in the inspection and certification of civil works or extensive experience in the construction of civil works.
- Proficient skills in the use and application of spatial information systems.
- Well-developed written and verbal communication skills including the ability to liaise effectively with customers.
- Advanced computer skills including in the operation of MS Office programs, engineering and mapping software applications.
- Three (3) years recent relevant experience (indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as higher technical qualifications in engineering or land development, membership of professional bodies, or other specialist training or work experience.

Selection criteria – qualifications and licences

- Advanced Diploma of Civil Construction (RII60615) (or higher level of qualification) or equivalent level qualification in a related discipline
- Current Class C Drivers Licence
- Implement Traffic Control Plans qualification
- NSW Work Health and Safety General Construction Induction (White Card)

Conditions of Employment

Status	Permanent full time		Hours per weeks	35
Award classification	Band: 3	Level: 2	Award	Local Government (State) Award 2020
BVSC grade	12			
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Purchase card limit: \$N/A
Statutory	As per BVSC Register of Delegations	
Security	Access to Zingel Place Building, 6am to 6pm, Monday to Friday.	

Benefits

Motor vehicle	Not applicable		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		

Benefits	
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses
Other	This position is entitled to payment of the Civil Liability Allowance (CLA).

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au

Job title: Development Engineer		
PD Number(s)	PD143	
Completed by	Name: Cecily Hancock	Date: 22/09/2020
Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	No	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Minimal Likelihood	
Moderate Lifting/Carrying (10-15kg)	No	
Heavy Lifting/Carrying (16kg and above)	No	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Minimal Likelihood	
Bending	Minimal Likelihood	
Kneeling/Squatting	Minimal Likelihood	
Reaching	Minimal Likelihood	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	No	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can</i>	Yes	

<i>include muscular, skeletal and neurological functions to produce small, precise movements</i>		
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Minimal Likelihood	
Walking whilst pushing/pulling object	No	
Works outdoors <i>majority of work is outdoors</i>	Minimal Likelihood	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Minimal Likelihood	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore we will only request such information for reasons relating to Workplace Health and Safety. Additionally, Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.