

Position Description

POSITION	Flood and Drainage Engineer	
REPORTS TO	Infrastructure Planning Coordinator	
DIRECTORATE	Infrastructure Services	
BRANCH	Works	
CLASSIFICATION	Grade 10/11	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers SES Consultants Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To deliver a high level of engineering technical services in the design, construction, operation, and maintenance of drainage infrastructure for the Works Team and the Infrastructure Services Directorate.

To coordinate and provide technical support for the functions of Floodplain Management, including operation of Council's Flood Warning Network, running of Council Floodplain Management Committees and flooding advice to the Sustainable Environment and Economy directorate

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Close interaction with staff from Utilities team and Sustainable Environment and Economy directorate.

Operations Management-Drainage

- Support Utilities staff with their preparation and operation urban drainage maintenance programs, including preparation of annual drainage system performance report.
- Support Works operations staff with their preparation and operation rural drainage maintenance programs.
- Preparation and operation of urban and rural drainage capital renewal program, including; preparation of business cases, estimated project costs and expenditure under Council's Stormwater Levy budget.
- Support Manager Utilities with membership of Belongil Creek Drainage Union, including attending board meetings as required.
- Support Assets Coordinator with operation of Council's asset management systems.
- Provide management with strategic direction for drainage upgrade planning and section 64 plan development.
- Provide technical advice and directions to Infrastructure Services directorate for construction of capital projects as they relate to drainage design and capacity.

Operations Management -Flood

- Preparation of effective and comprehensive flood studies, floodplain management studies and floodplain management plans in accordance with the NSW Floodplain Development Manual.
- Coordinate the operation and maintenance of Council's Flood Warning Network and Disaster Dashboard, including supporting Local Emergency Management Officer and SES prior to, during and post disaster operations.
- Analyse and stay up to date on predicted climate change impacts on flooding. • Develop and undertake flood awareness and community education in relation to floodplain management.
- Develop and maintain a comprehensive understanding of flood behaviour and existing flood hazards within relevant catchment.
- Liaise with Development Engineers in regards to development related drainage and flooding issues of a strategic nature, including assessment of re zoning applications.
- Develop and provide effective communication to management, Council and the community on floodplain management strategies and project progress.
- Support Coastal & Biodiversity Coordinator with strategic direction in the management of Intermittently Closed or Open Lakes and Lagoons, as it relates to flooding.
- Support Works Operations Coordinator with operational management of Intermittently Closed or Open Lakes and Lagoons, as it relates to flooding.
- Investigate, design and supervise drainage capital renewal or upgrade construction projects from inception to completion in accordance with capital renewal program, ensuring high quality outcomes in accordance with requirements and budget

Operations Management - General

- Ensure compliance with delegations of the position is maintained
- Prepare specifications, tenders, request for quotes and contract documents, as required, for the supply of materials or execution of works, analyse tenders and report recommendations thereon.
- Ensure all relevant legislation is complied with, public risk is minimised and due diligence is exercised using a risk management approach to deliver drainage maintenance activities and to develop programs of work for capital projects.
- Respond to customer correspondence in a timely manner and in accordance with Council's corporate guidelines.
- Investigate problems as they occur, propose solutions with respect to customer complaints and emergencies.

- Establish productive working relationships with professional groups, government departments and authorities, individuals, etc., external to the organisation whose activities have significance for Council's operations in construction and maintenance services for roads and bridges.
- Contribute to the development, implementation and review of policy and procedures, which protect and safeguard the health and safety of Council staff and community members, as well as protecting and safeguarding the environment.
- Assist the Infrastructure Planning Coordinator with the acquisition of land for delivery of projects in the Works Team.
- Assist the Infrastructure Planning Coordinator to achieve key activities schedule. • Other duties as directed within the Works Team.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.
- Develop individual project budgets and within long term capital program budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.
- Participate in and assist with developing high morale, team oriented, customer-focussed environment. Ensuring quality service outputs and team harmony.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.
- Report all risks, hazards, incidents, and injuries immediately to Manager.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence, and training.

Qualifications

- Degree in Civil or Environmental Engineering. • Eligible for membership to the Institute of Engineers, Australia. • Class C Drivers licence. • WorkCover Construction Induction Certificate.

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above and involves: •

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Experience

- Experience in hydraulics, hydrology, water quality, design, construction and maintenance of drainage infrastructure.
- Experience in project planning, budgeting, cost management and forecasting.
- Experience in principles and philosophies underpinning the NSW Floodplain Development Manual, flood hazards and mitigation strategies for addressing flood problems.

- Experience in addressing groups including Councillors, technical people, community groups, government departments and stakeholders to achieve successful outcomes.

Knowledge

- Knowledge of project, contract and consultancy management principles and practices.
- Experience in aspects of community consultation.
- Knowledge of Local Government Act, Regulations & procedures.
- Knowledge of WHS & Environmental legislation.

Competencies

Demonstrated ability to:

- Provision of technical advice for drainage infrastructure, construction and maintenance.
- Preparing estimates for a wide range of projects and maintenance activities
- Producing high quality written documentation.
- Negotiating and resolving conflict.
- Producing quality work within agreed timeframes in an environment of community consultation and collective decision making. #E2020/7133 Date of Review: February 2020 Page 5 of 6
- Undertaking detailed analysis of multi-faceted problems and make recommendations on planning and management options and technical solutions.
- Applying competent budget, financial and time management skills.
- Computer literate within a Windows environment including Microsoft Project.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment. • Applying high level interpersonal skills including the ability to communicate both in writing and verbally.
- Working independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.
- Risk management of assets to minimise impacts to the community.

- Analyse issues and provide well-researched engineering technical advice and recommendations.
- Participate as an effective team member within the immediate work team and to participate in the corporate environment.

Selection Criteria

Essential Criteria

- Degree in Civil or Environmental Engineering.
- Demonstrated experience in Government processes applicable to floodplain management including hazards and mitigation strategies for addressing existing flood problems.
- Demonstrated experience in drainage construction and maintenance, including project planning, budgeting, cost management and forecasting.
- Demonstrated experience in hydraulics, hydrology and water quality modelling.
- Sound knowledge of Project Management techniques for infrastructure assets including drainage.
- Sound knowledge of Work Health and Safety requirements, environmental legislation and the Local Government Act, Regulations & procedures
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Well-developed written and verbal communication and conflict resolution skills.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current driver's licence Class C.
- Workcover General Induction for Construction Work in NSW.

Preferred Criteria

- Sound problem solving and analytical skills with the ability to prepare well-researched technical advice and recommendations.
- Demonstrated ability in the use and application of specialist computer software such as Pulse, REFLECT, Drains, Tuflow and Music.
- Eligibility for graduate membership of the Institution of Engineers, Australia.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Insert Position Title here

SIGNATURE:

People and Culture use:

National Criminal History Check ☐ Working with Children Clearance ☐

Functional Health Assessment ☐ Immunisations ☐