

POSITION DESCRIPTION

| POSITION DETAILS | | | |
|-------------------------------|--------------------------------|---------------------------------|----------------------|
| Position Title: | Development Engineer | | |
| Position Number: | | Standard Position Hours: | 35 Hours |
| Directorate: | Planning and Environment | Unit: | Development Services |
| Salary Grade: | 7 | Award Band and Level: | Band 3 Level 1 |
| Position Reports to: | Principal Development Engineer | | |
| Staff Management: | Nil | | |
| Budget Responsibility: | Nil | | |
| Date Created: | September 2017 | Date Last Reviewed: | June 2019 |
| Version: | 1 | Document Number: | DOC2017/059937 |

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support
- Strategic Planning

The Development Services Unit is primarily responsible for the assessment of development applications and associated applications, as well as enforcing conditions of consent and controlling unauthorised land use activities.

This Unit works closely with other Units within the Directorate which are responsible for related functions.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to contribute to the provision of professional development engineering input relating to development and subdivision matters in order to ensure that development achieves Council's objectives and is compliant with relevant legislative requirements.

KEY ACCOUNTABILITIES

1. Assess Development Applications, Section 4.55 and Section 8.2 Applications; and assess and determine Civil Construction Certificates, Subdivision Certificates and S.138 Road Act Applications in accordance with statutory requirements and Council's codes and policies.
2. Carry out inspections relating to civil works undertaken by developers.
3. Provide expert development engineering advice to internal and external stakeholders.
4. Represent Council in meetings with relevant stakeholders in relation to development matters, including attendance at Pre-DA Meetings as required.
5. Provide detailed written and verbal advice regarding engineering assessment and Council's plans and policies.
6. Respond to correspondence, action complaints and maintain accurate records in accordance with Council's service level standards using Council's Customer Request Management System.
7. Carry out assigned reviews and revisions of relevant forms, guides, policies and procedures relating to development engineering matters.
8. Administer, assess and recommend whether performance/maintenance bonds in relation to engineering works, can be released.
9. Assist Council to perform the functions of a Principal Certifying Authority with respect to subdivision work.
10. Keep up to date with industry and legislative developments relating to development engineering.
11. Any other accountabilities or duties as directed by the Supervisor/Manager which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in civil engineering, or other relevant tertiary qualifications, with the eligibility for acceptance to Engineers Australia.
2. Demonstrated previous experience in subdivision and development assessment, and the proven ability to interpret related complex and technical controls, legislation and policies.
3. Demonstrated good working knowledge of development engineering principles.
4. Demonstrated knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Roads Act 1993, and associated Regulations.
5. Demonstrated well-developed interpersonal, written and verbal communications skills including report writing, problem solving, negotiation and conflict resolution.
6. Demonstrated ability to multi-task within an environment of competing demands and delivery results and meet critical deadlines.
7. Solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems and computer based Land Information Systems.
8. Current Class C unrestricted drivers licence.

Highly Desirable

1. Knowledge of other relevant NSW legislation, including Rural Fires Act 1997, Water Management Act 2000, and associated Regulations.
2. Current WorkCover NSW Construction Induction Card.

SIGNATURE

Employee

Full Name:

Signature:

Date: