

POSITION DETAILS

Position Title:	Civil & Compliance Engineer	Position Grade:	11
Department/Directorate:	Assets & Infrastructure/ City Works	Position Status / Hours per Week:	Permanent/35

PRIMARY PURPOSE OF THE POSITION

In this role, the incumbent will support the Senior Coordinator Activation & Compliance in delivering a wide range of engineering outcomes that will include:

- Assisting the Senior Coordinator in managing and facilitating the processing of development applications as related to Infrastructure & assets within CoR
- Determination of engineering and environmental standards for infrastructure and development within the City of Ryde
- Formulation of a strategy and processes in relation to inspection of infrastructure and assets during the construction phase when works are being undertaken by Developers and assist with the hand-over of the assets to Council.
- Inspect civil infrastructure construction works undertaken by Developers and assist with the handover of Council assets.
- Assist with the resolution of issues regarding the quality and scope of works undertaken by Developers and Builders.
- Prepare Compliance Certificates for external civil works to satisfy the relevant development consent conditions.
- Assess requests (from Developers/Builders/Home Owners) for release of security deposits and recommend the release of the security deposits.
- Assessing the impacts of development activities, including handling of public enquiries, and complaints
- Providing professional and technical advice on matters relevant to the management of Council's civil infrastructure assets
- Assessing drawings prior to the issue of a Construction Certificate
- Preparing consultant briefs, managing consultant teams and monitoring the performance of external contractors/consultancies
- Communicate and liaise with key stakeholders, including the local community, government agencies, special interest groups, industry associates, commercial organisations and council staff

SELECTION CRITERIA

Education / Qualifications

- Degree in Civil Engineering
- Class C Driver's Licence

Essential Experience/ Specific Skills

- Proven broad experience in one or more of the following: roads and stormwater drainage design, floodplain management, road pavements, environmental planning and assessment, traffic engineering, electrical network planning, footpath/cycleway planning; asset management.
- Strong technical skills including the ability to read and analyse design and technical plans and specifications for public domain, civil and infrastructure works
- Excellent communication, negotiation, resolution, presentation and interpersonal skills, including the ability to

- build and maintain relationships with staff, contractors and key internal and external stakeholders
- Excellent problem-solving, project management, asset management and computer skills
- Sound knowledge of relevant Australian Standards.
- Experience in the application of relevant environmental legislation
- Excellent written communication skills including the ability to prepare correspondence, reports and submissions.

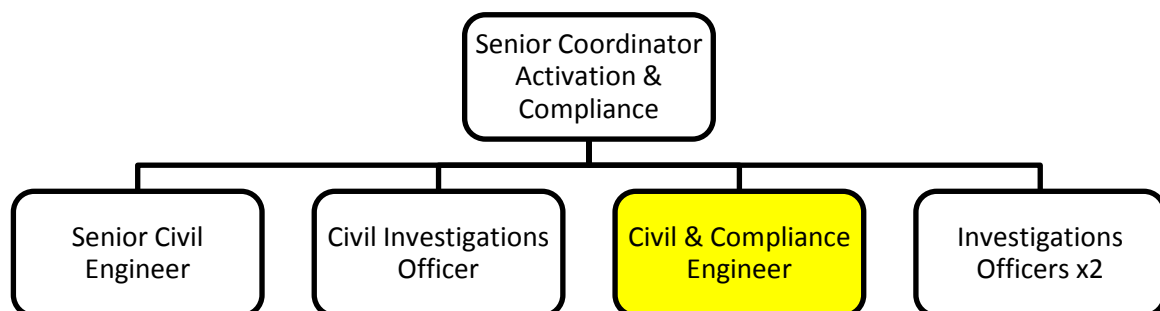
Desirable

- Postgraduate qualifications in engineering or environmental management
- Relevant experience in preparation of specifications, contract administration, and project management.
- Bilingual language skills

Personal Attributes

- Demonstrated commitment and ability to work as part of a team
- Willingness to participate in workplace change and improvement processes.
- Willingness to adapt to change
- Strong organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets
- Covid-19 Vaccinated

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- Public domain (other) development and management
- Street and public lighting management (including multi-function poles)
- Assessment of LDAs for traffic, parking and public infrastructure requirements service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

Employee's Name	
Employee's Signature:	
Date:	