

Position Description

Development Engineering Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: February 2023

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 2
Position limit within salary system: (20 Grade structure)	Grade 12– Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment & Planning
Section/Unit:	Development & Land Use Planning
Team:	Development Services
Work base:	Grafton or Maclean, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Coordinator Development Services
Level of support and supervision:	High, with a moderate level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	Developers, general public, Government, Authorities, utilities, consultants, business operators etc

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

Be responsible for assessing and providing professional engineering advice on a broad range of development matters, including the determination of the development applications, subdivision works certificates and subdivision certificates.

Participate in an efficient and responsive manner in the development assessment and delivery process, focusing on the needs of applicants, owners, the community, councillors and staff, whilst reflecting best practice in the provision of those services.

Ensure effective and efficient delivery of new infrastructure in accordance with relevant legislation, regulations and standards.

Major duties and responsibilities

Work independently and in consultation with the Development Engineers to provide engineering advice to internal and external customers about the planning, design and construction of development projects relating, but not limited to:

- drainage and stormwater
- water and sewer
- roads and bridges
- flood mitigation
- geotechnical assessment.

Assess the technical and engineering components of development applications and certificates by providing timely advice to inform approvals and conditions of consent, in accordance with Council's Local Environment Plan, Development Control Plans, engineering guidelines, relevant legislation and design industry standards.

Learn, apply and implement Council's Local Environment Plan, Development Control Plans, engineering guidelines, relevant legislation and industry standards as relevant to the role.

Assist in the assessment of the suitability of technical studies associated with urban development, in particular hydrology, hydraulic, stormwater quality, geometric design, traffic and geotechnical studies, in accordance with relevant assessment criteria.

Develop and apply inspection of civil infrastructure services to ensure that the work is compliant in accordance with current Australian Standards, Council policies and guidelines, and good engineering practice.

Apply Quality Assurance principles when undertaking field inspections to ensure that developments are being delivered in accordance with conditions of consent and relevant standards and guidelines.

Represent Council in public settlements and respond proactively to community and stakeholder questions about development and engineering matters.

Contribute to a positive team environment and the achievement of organisational objectives, with capacity to show initiative and work independently.

Provide assistance to other sections in the across Council as required for Council operations including design, documentation, administration and project management of projects.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Bachelor of Engineering (Civil) or related tertiary qualifications; **or** equivalent relevant depth of industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Demonstrated high level written communication skills including the ability to write correspondence and concise accurate reports

Experience

Demonstrated experience in civil engineering practice

Essential selection criteria

Demonstrated experience in development assessment, infrastructure design or project management

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values.

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Knowledge of Local Government

Knowledge of the development industry and/or the strategic planning of civil infrastructure including assessments under the *Environmental Planning and Assessment Act 1979*

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Eligible for membership to Engineers Australia

SafeWork NSW Traffic Control Work Training

Position related skills

Demonstrated skills in the utilisation of software related to civil engineering (e.g., DRAINS, TUFLOW).

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving

Walking on uneven ground and up and down slopes to undertake site inspections

Other features of this position may include

A requirement to work from other Council offices from time to time.

Attendance at Council meetings or community meetings after hours

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Generic performance requirements

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed:
Employee

Date