

Position Description

Development Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: August 2018

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 3
Position limit within salary system: (20 Grade structure)	Grade 15 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning and Community
Section:	Environment, Development & Strategic Planning
Team:	Development Services
Work base:	Maclean or Grafton (as appropriate to the position) However, this may change should business need identify other work locations to be more appropriate to deliver our services in future
Position responsible to:	Manager Environment, Development & Strategic Planner
Level of support and supervision:	High 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



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving

Physically capable of outdoor work such as site inspections (walking on uneven ground, up and down slopes)

Purpose of the position

Process the engineering component of development applications including assessment and advice on consent determinations and supervision and certification of related civil works

Provide technical engineering support to the Manager in the delivery and coordination of Council's strategic planning program, Developer Contribution Plans, natural resource management responsibilities and associated tasks.

Provide advice and consultation to/with developers, the public, community, government organisations and other Sections of Council.

Major duties and responsibilities

Assess development applications with regard to the provision of civil infrastructure.

Negotiate with the developer and his appointed consultant with regard to standards and specifications of infrastructure.

Interact with the Planning and other Sections on conditions of development.

Assess designs and specifications and issue construction certificates to enable installation of infrastructure to proceed.

Give due consideration to the Civil Liabilities Act, and other Legislation and regulations as may be applicable in the execution of duties.

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies.

Consult with Utilities with regard to the relocation, upgrading and installation of services associated with developments.

Liaise with the Manager Strategic and Economic Planning on the engineering requirements for developments and the strategic infrastructure planning for Civil Infrastructure.

Ensure that Civil Infrastructure related to developments is compliant to all the approved standards and specifications and undertake inspections at hold points, when required or random audits.

Provide assistance and advice to the Manager Environment, Development & Regulated services on standards and specifications for infrastructure required for developments.

Liaise with Government Agencies, and relevant Council staff with regard to developmental issues.

Assist, advise and inform the public on developmental matters, engineering aspects of strategic planning and scheduling.

Major duties and responsibilities

Attend Development Management Unit meetings as required.

Attend to enquiries on developments, strategic planning and associated constraints.

Attend the Traffic Advisory Committee as required, and submit items to the Committee for consideration.

Administer Council's policy for private jetties/pontoons and boat ramps, process jetty, pontoon and boat ramp applications, construction supervision, inspection and maintain a register for jetties, pontoons and boat ramps installed in the Council's canal systems.

Provide the necessary engineering assistance to Council's Development Planners for rezoning and redevelopment planning.

Assist in the formulation of plans for contributions related to infrastructure.

Undertake strategic planning related to development in areas with challenging geotechnical conditions and limitations.

Consult with Utilities and coordinate strategic planning ventures.

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

A degree in Civil Engineering or similar or appropriate tertiary qualifications in Civil Engineering; **or** equivalent relevant depth of industry experience

Sound knowledge of the development industry and the strategic planning of civil infrastructure

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in assessment and inspection of civil infrastructure for developments

Demonstrated experience in the management of consultant services or developers

Position related skills

General computer literacy in email and internet usage and Basic Proficiency in Microsoft Word and Excel

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

Demonstrated well developed verbal communication, interpersonal and negotiation skills

Demonstrated competency in contemporary engineering assessment, design and modelling software.

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

Relevant post graduate qualifications

Knowledge and understanding of the Environmental Planning and Assessment Act 1979 regarding the environmental assessment of projects

Detailed knowledge of Quality Assurance principles and applications

Knowledge of the design of civil infrastructure and geotechnical investigation principles

Licences/tickets, clearances, membership

Eligible for membership to Engineers Australia

Experience

Demonstrated expertise in the strategic planning of civil infrastructure

Expertise in Local Government development related issues

Position related skills

Demonstrated project management skills

Other features of this position may include

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.

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: Date

Employee