

POSITION DESCRIPTION					
Position Title:	Senior Engineer Drainage		Position No:	1449	
Directorate:	Infrastructure Services		Section:	Engineering Services	
Reports To:	Executive Manager Engineering Services		Directs Reports:	3	
Indirect Reports:	Nil		Location:	Hervey Bay	
Version No: July 2020	Evaluated: DC59	Status: Approved	By: EMODC	Review: July 2022	
Position Objective ➤ To lead and coordinate Council’s stormwater and catchment studies to achieve effective translation of the community and corporate plans, policies and initiatives for the Infrastructure Services Directorate. ➤ To research, develop and evaluate strategic options for planning, hydraulic modelling, specification and delivery of best value sustainable stormwater and catchment management planning outcomes and services. ➤ To develop and assist in the implementation of the drainage Capital Works program including design and project management. ➤ To advise internal and external customers on drainage, flooding, planning and environmental issues in accordance with statutory requirements and Council’s performance objectives.				Our Values Trust Respect Accountability Initiative Teamwork Service	
Key Responsibilities and Indicators					
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs	
Tasks and Responsibilities	➤ To facilitate and co-ordinate the efforts and output of the Stormwater and Catchment team within the Engineering Services Section to reflect overall Council objectives, priorities and service standards. ➤ Research, review and monitor the external environment to identify and understand strategic drainage and flooding issues that influence the community vision and the achievement of Corporate Plan objectives. ➤ Carry out investigations into flooding and drainage issues (supported by external consultants, as required). ➤ Research, develop and evaluate a range of strategic options for catchment management planning, flood modelling, specification and delivery of best value sustainable infrastructure planning outcomes and services. ➤ Prepare concept designs, budget estimates and tender documents (supported by external consultants, as required) for stormwater drainage works and other projects. ➤ Maintain and develop the capital works project prioritisation list and other documents/systems to manage planning activities associated with Council’s stormwater network. ➤ Manage the delivery of minor projects, including preparation of project scoping briefs and other documentation to engage and manage external consultants / contractors in the delivery of projects. ➤ In conjunction with Executive Manager Engineering Services, develop and implement strategies, plans and other documentation necessary to manage stormwater			➤ Comply with Standards and Council Policies. ➤ Comply with Standards and Council Policies. ➤ Prepare strategies and plans as required ➤ Identify and report any anticipated deviations, maintain project administration files and deliver outcomes in timely manner.	

	<p>assets, including water quality infrastructure and waterbody assets in accordance with industry standards, codes and guidelines.</p> <ul style="list-style-type: none"> ➤ Develop and maintain a Catchment Management Planning Program for Council. ➤ Provide support and guidance to other internal departments, including technical assessment of development applications and planning proposals for major developments from a stormwater and floodplain risk management perspective and as-constructed requirements. ➤ Develop and maintain sound working relationships with principal partners and effectively consult, engage and advocate with all primary stakeholders in the development, implementation and evaluation of catchment management planning, modelling, policy and specifications. ➤ Plan, budget, lead and manage projects to achieve cost effective outcomes within budget, organisational acceptance of process and outcomes and productive working relationships. ➤ Assist in the preparation of Council's Operational and Capital Works Programs related to stormwater assets. ➤ Undertake quality assessment of technical aspects of stormwater projects and reports to ensure accuracy and completeness. ➤ Prepare reports/documents as required by Council. ➤ Undertake hydraulic drainage modelling analysis to assess and compare options ➤ Undertake, review and implement local drainage assessments and concept designs. ➤ Review hydrology and hydraulic catchment models and provide technical advice to ensure compliance with technical standards and Council's policies ➤ Develop program for stormwater asset inspections and coordinate collection of condition data. 	<ul style="list-style-type: none"> ➤ Program developed. ➤ Provide accurate and timely advice. ➤ Tasks are undertaken in an efficient and timely manner ➤ Comply with Standards and Council Policies. ➤ Comply with Standards and Council Policies and Asset Management Plans.
Policy	<ul style="list-style-type: none"> ➤ Actively contribute to the development of accurate and appropriate policies, work practices and procedures for the Infrastructure Services Directorate. 	<ul style="list-style-type: none"> ➤ Progression and completion within time frames.
Customer Service	<ul style="list-style-type: none"> ➤ Negotiate with the public, State Government Departments and others on road infrastructure matters concerning works, acquisitions, engineering matters and Council resolutions. ➤ Represent and promote Council on external bodies as appropriate. ➤ Provide a high level of customer service to internal and external customers at all times ➤ maintain Council confidentiality and tact at all times ➤ Share responsibility with the other senior officers for the quality and efficiency of the service delivered by the section, including working to continually improve communication, practices and systems to enhance output balanced with quality. 	<ul style="list-style-type: none"> ➤ Dealings with external and internal customers are efficient and appropriate. ➤ Representation is in accordance with Council's Code of Conduct. ➤ As per Council's Customer Service Standards Management Policy.
Communication	<ul style="list-style-type: none"> ➤ Present to Executive, Council meetings and briefings with regard to engineering conditions and issues. ➤ Address public complaints and counter inquiries in a timely and courteous manner. ➤ Liaise with developers, consulting engineers, surveyors and contractors in regard to appropriate construction practices, 	<ul style="list-style-type: none"> ➤ Networking is conducted in accordance with Council's Code of Conduct.

	<p>compliance with existing standards and the development of new standards.</p> <ul style="list-style-type: none"> ➤ Investigate engineering related issues and prepare reports to Council recommending appropriate resolutions. ➤ Foster and maintain internal and external networks with relevant people and bodies to assist in an integrated approach to infrastructure planning. 	
Leadership	<ul style="list-style-type: none"> ➤ Motivate and lead the team to achieve efficient work practices. ➤ Mentor and Coach Technical Officers and take an active role in mentoring less experienced staff, by agreement with the Executive Manager. ➤ Work with the Executive Manager of Engineering Services to set team goals. ➤ Relieve the Executive Manager of Engineering Services during times of leave. 	<ul style="list-style-type: none"> ➤ Ensure the exercise of delegated authority is in accordance with legislation and Council policies. ➤ Technical Officers skills and experience are measurably improved. ➤ Section output continues during the absence of the Senior Engineer.
Organisational Development & Culture Management	<p>General</p> <ul style="list-style-type: none"> ➤ Demonstrate positive leadership in the achievement of corporate goals and objectives and foster an environment conducive to participation by all staff. ➤ Undertake all manager/supervisor responsibilities in accordance with Council's Organisational Development & Culture Management Policies and the Enterprise Bargaining Agreement within the stipulated timeframes. <p>Performance Management</p> <ul style="list-style-type: none"> ➤ Adhere to Council's performance development and appraisal process, including coaching, training, mentoring and monitoring of employees' performance and conducting regular reviews. ➤ Ensure standards set are reasonable, clearly specified and effectively communicated to all employees. ➤ Ensure that employees are provided with effective work systems and other support necessary to enable standards to be met. ➤ Initiate strategies to address diminished work performance in accordance with Council's Diminished Work Performance Management Policy. <p>Staff Conduct and Discipline</p> <ul style="list-style-type: none"> ➤ Assist employees to achieve the required standard of conduct and ensure employee awareness of the possible consequences of failing to do so. ➤ Ensure that inappropriate staff conduct and/or behaviour which breaches Council policies and procedures, legislative provisions or Council's Code of Conduct is addressed in a timely manner. <p>Leave Management and Absenteeism</p> <ul style="list-style-type: none"> ➤ Schedule and approve staff annual leave giving consideration to the employee's health, wellbeing, leave balance, operational requirements of the work unit and the notice period given. ➤ Monitor excess annual/long service leave balances and implement plans for staff with excess balances to take leave to reduce Council's leave liability. 	<ul style="list-style-type: none"> ➤ As per Council's Organisational Development & Culture management policies and procedures

	<ul style="list-style-type: none"> ➤ Encourage the responsible use of sick leave and monitor the sick leave levels of staff reports. Distinguish between incidents of chronic illness and patterns of unacceptable sick leave absences and use appropriate strategies to manage each. <p>Recruitment and Selection</p> <ul style="list-style-type: none"> ➤ Ensure that recruitment processes abide by the principles of merit, EEO, anti-discrimination & confidentiality & that specified timeframes for recruitment and selection activities are met in accordance with the R&S Management Policy and Procedure. 	
Communication and Organisational Skills General	<ul style="list-style-type: none"> ➤ Prioritise workload to effectively perform all duties relating to the work area. ➤ Provide a high level of internal and external customer service at all times. ➤ Maintain Council confidentiality and tact at all times. ➤ Work as an effective team member. ➤ Liaise with interdepartmental staff to ensure consistency in stormwater planning practices. 	<ul style="list-style-type: none"> ➤ Ensure all tasks and deadlines are met within allocated timelines. ➤ Dealings with internal and external customers are efficient and friendly. ➤ As per Council's Code of Conduct ➤ In accordance with Council's Policies and Procedures.
Planning & Financial	<ul style="list-style-type: none"> ➤ Review Council's asset management plans, policies and procedures as related to stormwater asset management. ➤ Monitor expenditure relating to stormwater projects. ➤ Assist in the identification and preparation of alternate funding sources to augment Council budgets with respect to stormwater asset management. 	<ul style="list-style-type: none"> ➤ Ensure that priorities and timeframes are met. ➤ Deviations from anticipated expenditure identified and reported ➤ Applications for external funding undertaken
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Sustainability Requirements	<ul style="list-style-type: none"> ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development. 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.
Values	<ul style="list-style-type: none"> ➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours. 	<ul style="list-style-type: none"> ➤ As per Council's 'TRAITS' campaign.

	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.
Selection Criteria		
<ol style="list-style-type: none"> 1. Highly developed knowledge and experience in hydraulic engineering, particularly involving stormwater and waterway systems. 2. Proven experience or high level of understanding in the use of hydrologic, hydraulic and water quality models such as DRAINS, Tuflow, Hec-RAS, RAFTS, and MUSIC with respect to latest Australian standards. 3. Demonstrated experience undertaking, reviewing and implementing local drainage assessments and concept designs to provide positive outcomes within budget parameters. 4. Demonstrated ability to investigate research and analyse issues relating to the condition and performance of stormwater related assets. 5. Highly developed written communication skills, including achievement in preparing technical reports and correspondence relating to complex hydraulic engineering projects. 6. Demonstrated ability to plan, organise and maintain workflows to achieve established goals, objectives and priorities either individually or as part of a team. 7. Proven track record in the development, implementation and review of procedures, operating guidelines that are required to support business outcomes. 8. Demonstrated experience in leading, mentoring and managing a team of technical officers. 9. Extensive experience in stormwater design, modelling and risk assessments 		
Qualifications/Licences		
Mandatory	➤ Degree in Civil Engineering (AQF Level 7 or above) or equivalent with a specialisation in drainage	
Desirable	➤ RPEQ and previous local government experience	
Licences	➤ Class C Driver's Licence	
Mandatory Training		
	➤ Work Health and Safety ➤ Duty of Care. ➤ Code of Conduct ➤ Manual Handling ➤ Fire and Evacuation Program	
Conditions of Employment		
Status	Permanent full time	
Award	Queensland Local Government Industry (Stream A) Award - State 2017	
Agreement	Fraser Coast Regional Council Certified Agreement 2018	
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services	
Classification	LGO Level 7 Individual Flexibility Agreement (IFA)	
Allowances	Fraser Coast Regional Certified Agreement 2018	
Progression	Annual Review – single steps within level	
Work Pattern	As per IFA	Hours/Week 36.25
O/T Payable	As per IFA	
Uniform	As per Dress Standard & Corporate Uniform Management Policy	
Other	n/a	
Position Number:	1449	Position Title: Senior Engineer Drainage

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

 Signature of Employee Date: ____/____/20__