**Position Description**

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| **Position Title** | **Development and Planning Engineer** |
| Position Code | ENG035 |
| Department | Planning and Growth |
| Division | Development and Planning |
| Reports To | Manager Development and Planning |
| Direct Reports: | Nil |
| Position Classification | Professional Specialist Band 3, Level 3 |
| Position Status | Full time |
| Allowances | Civil Liability Allowance |

**SPECIAL CONDITIONS**

Nil

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to develop Council Policy and provide input in relation to the Civil Engineering component of the Development Applications process. The position shall provide comments in relation to development applications and engineering plans, undertakes relevant engineering development inspections and ensures that appropriate development processes relating to engineering is carried out in accordance the Council Policy

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| *Areas of Delivery* | *Est. % of time spent* |
| *Assessment of Development Applications* | *60%* |
| *Policy Development* | *20%* |
| *Inspection of works undertaken* | *20%* |

**POSITION RESPONSIBILITIES**

* Participate in development pre-lodgement meetings, providing advice and recording outcomes;
* Assess Engineering Development Application referrals and apply development conditions accordingly;
* Assess and critique documentation submitted to Council relating to conditions of development consent;
* Liaise with the Manager Technical on event approval matters such as traffic impacts;
* Manage the assessment of development applications for engineering compliance and assessment and approval of development related engineering plans;
* Provide written reports and liaise with various stakeholders in the development process;
* Manage the processing, calculation, recording and reporting of Section 94A and Section 64 contribution payments;
* Develop and review Councils Engineering policies, codes, specifications, standard drawings and the engineering chapter of the Forbes development control plan utilising Quality Assurance Processes for development and ensure the most relevant information is located on Council’s website;
* Assist with the management of development within designated flood prone precincts by providing specialist engineering advice;
* Undertake development inspections to assure construction complies with approved drawings and specifications for development and Council work;
* Undertaking Enterprise Risk Management (ERM) Assessments and WHS Assessments on engineering designs and ensuring actions on those assessments as required.

**Organisation**

* Contribute to reviews and status of the Community Strategic Plan and Delivery Program.
* Assist in the preparation and reporting on Operational Plan activities related to Development Applications;
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Ensure that all employees and contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties;
* Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Where directed, assist with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Manager Development and Planning;
* Support other team members of the department with specialist advice where needed to complete a task i.e. review and comment on earthworks associated with landfilling;
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

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| **Who** | **Why** |
| Internal |  |
| Manager Development & Planning | Direct report |
| Development and Planning Team | Works closely with the Town Planners and Health and Building Surveyors in providing input to assessment of Development Applications; undertakes inspection of Civil Engineering portions of development prior to the issue of an Occupation Certificate. |
| Planning and Growth Team | Provide specialist advice to Waste and Environmental specialist when required. Provide specialist advice to other members of the Department in the development of Council projects when required. |
| Manager Property and Investment | Advise on Civil Engineering matters for Council owned properties and potential civil works to enable new or expansion of existing development |
| Technical Division Team | Liaise with Councils Technical Division to ensure Council’s policies for Civil works associated with Development Applications is maintained |
| Council Staff | Interact with Council staff as required |
| External |  |
| Community Members | Provide advice to developers and community members on Council’s policy on civil works relating to Development Applications |
| Contractors and Consultants | Liaise with contractors and consultants to ensure that plans submitted and civil works undertaken are in accordance with Council’s policy |
| Builders | Provide advice to builders on Council’s policy relating to civil works |

**POSITION CAPABILITIES**

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| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Adept |
| Displays Resilience and Adaptability | Advanced |
| Act with Integrity | Adept |
| Demonstrate Accountability | Adept |
|  | Communicate and Engage | Adept |
| Community and Customer Focus | Adept |
| Works Collaboratively | Adept |
| Influence and Negotiate | Adept |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Adept |
| Create and Innovate | Intermediate |
| Deliver Results | Intermediate |
|  | Finance | Intermediate |
| Assets and Tools | Intermediate |
| Technology and Information | Intermediate |
| Procurement and Contracts | Intermediate |

**PERSON SPECIFICATION**

**Essential**

* Degree Qualification in Civil Engineering
* General Construction Induction Card (White Card)
* Class C (Standard) Drivers Licence

**Experience**

* Demonstrated experience in a similar role across the construction industry including earthworks, road works, drainage, sewerage and water main construction
* Demonstrated well developed organisational and planning skills

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation
* Financial delegation as per Councils delegation register

**EQUIPMENT REQUIRED FOR THE POSITION**

* Mobile Phone
* Mobile Tablet

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| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

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| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |