

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Senior Officer Development Engineering		
<b>Directorate</b>	Community Sustainability	<b>Branch/Section/Unit</b>	Planning
<b>Position number</b>	1139	<b>Level</b>	6
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Coordinator Development Engineering		
<b>Direct reports</b>	Nil		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To undertake onsite inspections of development works to ensure compliance with required standards.

### Key Responsibilities of the Role

- Supervise the construction phase of operational works approvals including the necessary documentation management and endorsement processes.
- Undertake scheduled onsite inspections of development works ensuring full compliance with approval requirements for development construction.
- Oversee the delivery of operational works by developers, and ensure compliance with Council standards.
- Review and accept quality data and as constructed information.
- To provide expert verbal and written advice in the engineering assessment of development applications in the areas of road and transport infrastructure, storm water and flooding, road and earthwork design.
- Assess engineering aspects of development applications and prepare approval conditions.
- Work effectively and collaboratively with the Development and Compliance Branch of the Community Sustainability Directorate and wider stakeholders.

# Position Description



- Respond to customer action requests

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

## **Desirable Licence/Competency (Ticket) Requirements**

- Nil

## **Essential Knowledge/Skills/Qualifications Criteria**

- Associate Degree or higher qualification in Civil Engineering with a minimum of 5 to 10 years' experience in a senior role within a development engineering environment.
- Extensive experience in civil engineering/construction environment including experience with inspecting development and infrastructure works.
- Demonstrated ability to liaise effectively with a wide range of internal and external stakeholders and influence the timely resolution of issues.
- High level of knowledge and experience in the use of engineering standards, specifications and codes, including IPWEAQ and Austroads standards, TMR Road Planning and Design Manual and Technical Specifications, QLD Urban Drainage Manual and Queensland Streets.
- High level verbal and written communication skill to facilitate expert engineering advice for the development assessment and inspection process.
- Knowledge of construction standards and methods, and experience in administering construction by developers and contractors.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Qualification in civil engineering.
- Registration as an RPEQ
- Experience in a similar role within local government or private sector.

## **Physical Requirements of the Position**

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## **Special Requirements**

- Occasional out of hours work (including weekends).
- Occasional intra/interstate travel.
- Daily local travel.

- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

### Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

# Position Description



**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*