



Position Description

Position Title	Development & Compliance Engineer
Position No.	10026
Division	Infrastructure Services
Section	Assets
Reports to	Assets & Infrastructure Planning Manager
Current Status	Permanent Full-time (35 Hours)
Band/Level	3/2
Grade	Grade 16
Step	Entry to Full Step 4
Last Reviewed	July 2021
Conditions of Employment	<p>The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

Position Summary

The Development & Compliance Engineer is responsible for providing engineering advice to all stakeholders, undertaking integrated and responsive delivery of engineering assessments of development applications / construction certificates, administration of Council's Civil Engineering Guidelines document, assessment and approvals of various road / footpath related permits, and the monitoring of compliance of all issued approval / permit conditions.

The position is also required to participate in regular consultations with the community, professional, government and business organisations.

Specific Duties and Responsibilities

Provide engineering liaison for Development Applications, including:

- Assess engineering aspects of development applications and attach conditions of consent or valid reasons for refusal
- Advise Team Leader Planning of details of unusual or sensitive nature
- Advise Team Leader Planning of inadequacies of standards / procedures / policies, which require addressing
- Supervise civil works by Developers, including liaison with Developers and Consultants

Manage Council's Construction Certificate program, including:

- Assess and approve where delegated all engineering aspects of Construction Certificates lodged as part of Roads and / or Services Design
- Provide engineering assessment and approve where delegate all Works as Executed plans lodged with all appropriate Construction Certificate applications

Manage Council's Subdivision program, including:

- Approve subdivision certificates for subdivisions submitted where development approval has already been given with required conditions.
- Approve engineering works and/or conditions associated with subdivisions in accordance with Council's policies and unusual requirement, or refuse it if they do not conform.
- Certify bonded works have been completed to Council's satisfaction and then release bond.
- Authorise release of linen plans of subdivision when all conditions of relevant approvals have been complied with, subject to;
 - Provision of a cash security or suitable alternative to guarantee satisfactory completion of engineering works and maintenance period.
 - Bond to be for a maximum period of 12 months.
 - Bond not to be accepted until major engineering problems are overcome including 12 month period of commencement.
- Liaise with Director Infrastructure Services in regards to new development and quality assurance of new asset types.
- Ensure regular updates (annually) in accordance with reviewing the content of Lithgow City Council's engineering and construction requirements and policies.

- Liaise with Water and Wastewater department in regard to new development, quality assurance of new asset types.
- Coordinate with Economic Development and Environment to ensure engineering Issues are addressed at the strategic planning stage.

Manage Council's approvals under Section 138 of the Roads Act 1993 for Footpath Trading, Driveway / Footpath Constructions, Road Encroachments, and Hoardings program, including:

- ensuring applications and fees are received and registered,
 - undertaking inspections in a timely manner,
 - assess applications in accordance with requirements of adopted policies and procedures,
 - providing advice and / or approvals in a timely manner,
 - undertake ad-hoc inspections to ensure approval conditions are being adhered to during duration of approval period,
 - ensure annual renewal fees are issued in a timely manner
 - arrange appropriate action if compliance conditions are breached
 - annually review associated policies, procedures, forms and fees to ensure legislative requirements are being achieved
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- Prepare Council reports in accordance with the Standard Working Procedure for Business Paper - Report Writing and Preparation of Reports for Council.
 - Undertake any special projects as directed by the supervising Divisional Manager, Director or General Manager within skills and qualifications.
 - Relieve in other Infrastructure Services positions during periods of leave (when required).

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation:

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to a customer enquiry within an appropriate timeframe
- Operate Office Equipment
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Work Health and Safety Responsibilities
 - Ensure compliance to the requirements of Council's WHS Management System
 - Ensure safety systems are implemented to address legislative compliance

- Ensure relevant risk assessments/controls are identified, developed and implemented
 - Conduct Project risk assessments
 - Ensure adherence to developed SWMS/RA and SOP's
 - Develop site/ project specific SWMS/RA where identified and required
 - Ensure staff and contractors have completed relevant inductions (workgroup and site specific)
 - Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
 - Ensure relevant competencies and licenses are held by personnel undertaking work
 - Conduct necessary audits, workplace inspections and risk identification procedures
 - Ensure non compliances are rectified and actioned accordingly
 - Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
 - Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
 - Investigate all injuries and incidents
 - Remedial and corrective actions are implemented to prevent reoccurrence
 - Advise immediate / relevant supervisor of any hazard or risk outside area of control or delegation
- Recordkeeping Responsibilities
- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities
- Budget Management
- Develop annual departmental budgets in accordance with Council's budgetary policies and guidelines.
 - Prepare business cases as required for annual budget submissions and program development.
 - Review fees and charges on annual basis in accordance with conscious pricing principles.
 - Regularly (at least monthly) monitor departmental budgets – review and analyse budget variances and determine remedial action if required.
 - Allocate income and expenses only to ledgers with an allocated budget.
 - Manage capital / operational project budgets in accordance with project management policy and procedures.
 - Adhere to Council's SWP 4.10 Budget Management to ensure a consistent approach to budget management processes, compliance with relevant legislation and regulations, as well as to ensure accountability for managing budgets.

Supervisory Responsibilities

Nil

Performance Agreement

The employee shall enter into a Performance Agreement annually with Council.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Tertiary qualifications in Civil Engineering or related discipline from an Australian University or relevant overseas qualifications suitable for graduate membership of the Institution of Engineers, Australia.
- Minimum of three (3) years relevant work-related experience in the field of civil engineering
- Sound knowledge of relevant legislation including Local Government Act, Environmental Planning and Assessment Act, Roads Act and related legislation, regulations and codes.
- Previous experience in compliance roles, including interpretation and implementation of policies and procedures
- Current NSW Class C Driver's Licence
- Demonstrated interpersonal skills, including the ability to communicate
- Demonstrated proficiency in Microsoft Office computer programs and Civil Engineering software computer skills including AutoCAD or similar
- Demonstrated high level of communication abilities/skills
- Demonstrated commitment to honesty and integrity
- Demonstrated commitment to and understanding of Work Health and Safety

Desirable

- Previous Local Government experience
- Awareness of subdivision design trends
- A working knowledge of land use planning principles and guidelines