

POSITION DESCRIPTION

Drainage Engineer

DIVISION:	Engineering and Infrastructure
DEPARTMENT:	Transport Assets
ACCOUNTABLE TO:	Team Leader Coastal, Flooding and Drainage
STAFF REPORTS:	Nil
LOCATION:	Forster or Taree Office as required by Manager
CLASSIFICATION:	Band 3 Level 2
GRADE:	Grade 10 (MidCoast Salary System 2018)
AWARD:	Local Government (State) Award
EMPLOYMENT STATUS:	Permanent, Full Time
HOURS OF WORK:	35
REVIEW DATE:	February 2019

ORGANISATIONAL VALUES

Organisational values are a key part of our integrated approach and are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours;

Organisational Values

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

POSITION OVERVIEW

This position sits within the Transport Assets section and is responsible for the development and maintenance of Council's drainage network. This will include design of drainage systems and management of Council's stormwater / culvert asset management system as required by the Team Leader Coastal, Flooding and Drainage and Manager Transport Assets.

POSITION CAPABILITIES

The incumbent of this position is expected to demonstrate the following attributes and capabilities in undertaking their role:

Personal Attributes	
Display Resilience and Voice	Be open and honest, prepared to express your views, and willing to accept and commit to change
Act with Integrity	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards
Manage Self	Show drive and motivation, a measured approach and a commitment to learning
Respect	Show respect for diverse backgrounds, experiences and perspectives
Work Safely	Take care of own health and safety and that of others
Communicate Effectively	Communicate clearly, actively listen to others and respond with respect
Customer Service Focus	Provide customer centred services in line with organisational objectives and agreed service standards
Work Collaboratively	Engage and collaborate with others and value their contribution
Build Relationships	Gain consensus and commitment from others and resolve issues and conflicts
Deliver Results	Achieve results through efficient use of resources and a commitment to quality outcomes
Plan and Prioritise	Plan to achieve work and team priorities and respond flexibly to changing circumstances
Think Critically and Solve Problems	Think, analyse and consider the broader context to develop practical solutions
Demonstrate Accountability	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in addressing risk

KEY ACCOUNTABILITIES & DUTIES

SPECIFIC

- To be responsible for the development and maintenance of Council's drainage asset management systems.
- Provide assessment, design and advice related to hydrologic and hydraulic analysis of stormwater drainage systems and knowledge of hydraulic modelling.
- Manage and develop stormwater management plans for identified catchments.
- To undertake routine asset condition inspections as directed by the management.
- To regularly review Risk Management principles pertinent to the maintenance of drainage assets.
- To undertake detailed asset reporting as required by management.

- To provide the management with Asset Condition Reports, Asset Valuation Reports (AAS27, RMS & LGA) and Management and Council reports, as directed.
- To co-ordinate, develop and maintain an Asset Register which includes:
 - Stormwater Drainage systems
 - Road Culverts
- To ensure the accurate collection and compilation of asset data from external service providers, for both existing and new assets within the assets registers.
- To ensure that routine type tasks as listed but not limited to those shown are carried out in a timely, effective and proficient manner:
 - Reports - to Managers and/or Council.
 - Response to correspondence received.
 - Preparation of policies, procedures, memos/formats, etc.
 - Resolution of any complaints/enquiries.
 - Attendance at any Council Committees or other meetings as may be required.
- To keep up to date with developments in the stormwater drainage and asset management fields.
- To carry out any other duty as may be necessary and within your skills, competence and training.

GENERAL

- Contribute to the delivery of organisational outcomes and the Department Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

SELECTION CRITERIA

1. Degree level qualifications in Civil Engineering or similar field
2. Extensive demonstrated experience in an engineering role with emphasis on drainage asset management related activities.
3. Sound technical knowledge of drainage design, civil design and construction processes.
4. Excellent interpersonal, written and oral communication skills including demonstrated negotiation and conflict resolution skills
5. Knowledge of relevant Local Government legislation.
6. Proficiency in the use of computer software, including MS Word and Excel.
7. Current Class C Driver's Licence.
8. Experience in use of spatial systems.
9. Eligibility of admission as a member of the Institution of Engineers Australia.
10. Knowledge of and ability to apply WHS and EEO requirements and policies.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) ACCOUNTABILITIES

All Council staff are expected to adhere to Council's EEO policies and procedures including to provide employees with equal access to fair, prompt and confidential processes.

WORK HEALTH SAFETY (WHS) ACCOUNTABILITIES

All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW work, health & safety legislation. Staff are also expected to adhere to Council's relevant safe work instructions, policies and procedures.

RISK MANAGEMENT ACCOUNTABILITIES

All Council staff are expected to identify, minimise and report risks within their area of operation and responsibility and participate in risk management training as appropriate in accordance with Council's adopted Risk Management Policy and Framework.

FRAUD AND CORRUPTION ACCOUNTABILITIES

All Council staff are responsible to prevent, detect, mitigate against and report fraudulent and corrupt behaviour in accordance with Council's adopted Fraud and Corruption Control Policy and Strategy.

ETHICAL BEHAVIOUR

All Council staff are expected to ensure their personal conduct is ethical and consistent with Council's Code of Conduct and that their behaviour complies with Council's policies, procedures and principles.

DELEGATIONS

All council staff are expected to comply with the financial and operational delegations issued to them as per Council's delegations registers.

ACKNOWLEDGEMENT

This position description and associated information is not to be considered as a comprehensive, complete and / or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

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 MidCoast Council from time to time as necessary.

Employee's Signature:

Date: