

| POSITION DESCRIPTION | |
|---|--|
| Title: | Engineering Technical Officer |
| Group | Built and Natural Environment |
| Reports to: | Manager Floodplain and Transport |
| Grade: | 17 |
| Position Allowances: | May be eligible for Civil Liability Allowance - CLA |
| Hours: | 35 hours per week |
| Number of Direct Reports: | Nil |
| Number of Indirect Reports: | Nil |
| Vehicle: | No |
| Position Code: | 82405 |
| Pre-placement Medical: | Not required |
| National Police History Check: | Not required |
| WWCC Check: | Not required |
| Date Developed: | December 2019 |
| Date Reviewed: | March 2021 |
| Position Purpose | |
| To provide traffic, transport and stormwater engineering services, investigations and advice for the Floodplain and Transport team. | |
| Qualifications and Experience | |
| <i>(Minimum required/essential for success in the job)</i> | |
| <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant qualifications in Engineering. • Significant experience in the areas of stormwater and traffic engineering. • Experience in the design of Civil Infrastructure and Traffic Engineering. • Experienced in cost estimation. • A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications including computer aided design. • Excellent customer service, written and verbal communication skills. | |

- Excellent teamwork and interpersonal skills.
- Demonstrated time management and problem solving ability including an innovative approach to issues.
- Experience in using a quality management system or other business improvement initiatives.
- Demonstrated knowledge of the EP&A Act, Local Government Act and Roads Act.
- Class C Drivers Licence.

Desirable:

- Project management experience.
- Knowledge of Local Government.
- Workcover Accredited Work Activity WH&S Induction Training.
- Ability to use stormwater and/or traffic modelling software.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Provide traffic engineering input to Council's Traffic Committee.
- Prepare Traffic Committee and Council reports and implement resolutions.
- Provision of accurate and timely advice on matters relating to stormwater and transport.
- Carry out traffic investigations and analysis and report on these investigations.
- Prepare concept design plans for traffic facilities.
- Respond to requests for additional street lighting on council's road network.
- Prepare briefs, coordinate collection of traffic data and analyse the data.
- Respond to customer enquiries and correspondence in relation to traffic management.
- Carry out or oversee consultants undertaking land use based transportation modelling to assess the impact of development and network options.
- Produce reports for developer contributions plans.
- Monitor safety standards compliance.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.
- Undertake Floodplain Risk Management Program projects and activities.
- Undertake reporting for dams and detention basins in accordance with the requirements of Dams Safety NSW.
- Prepare contract plans, specifications and tender documentation for Council's capital works program.
- Investigate, analyse and design stormwater drainage systems.

- Review developer contribution plans, prepare estimates and provide advice as required.
- Provision of accurate and consistent engineering advice to internal and external customers on complex Development Applications.
- Provide a high level of support to Senior Engineers and act in that capacity as required.
- Attend to complex enquiries in an unsupervised manner and prepare correspondence in relation to engineering matters relevant to developments.
- Develop parking strategies.
- Prepare funding submissions to State and Federal Authorities.
- Assist with the development and implementation of transport network and road safety strategies and initiatives.
- Assist with the development of, Councils Strategic Transport Plans.
- Provide Transport and Stormwater advice on Development Applications relevant to floodplain management and traffic management.
- Attend pre-lodgement meetings and provide engineering advice where required.
- Prepare, and assist with management of; development applications, construction certificate applications, statements of environmental effects and reviews of environmental factors for Council's construction work.
- Ensure consultation occurs with the community and key stakeholders and to answer public enquiries in an efficient and courteous manner.
- Develop and maintain contacts with industry, professional, and government bodies and establish co-operative arrangements.
- Participate in the performance and development review process to manage own performance.
- Use quality management systems or other business improvement initiatives.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.

- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.