

POSITION DESCRIPTION	
Title:	Senior Subdivision and Development Engineer – Urban Release
Group:	City Development
Reports to:	Team Leader Urban Release
Grade:	19
Position Allowances:	Eligible for Civil Liability Allowance (CLA)
Hours:	35hpw
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	Yes
Position Code:	82303
Pre-placement Medical:	Low Risk – Not required
National Police History Check:	Not Required
WWCC Check:	Not Required
Date Developed:	October 2020
Position Purpose	
<p>To assess and project manage the lifecycle of urban release development as well as assist in the Development Application determination process by providing appropriate professional engineering input and giving regard to Council’s role as Principal Certifying Authority and Council’s long term urban release strategy.</p> <p>To ensure a customer focused approach that delivers enhanced quality outcomes for the Community and Council.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Degree in Civil or Environmental Engineering. • Post graduate experience in Engineering. 	

- Proven ability to assess Development, Construction Certificate and Subdivision Certificate applications in accordance with legislation and policy.
- Excellent customer service, negotiation, written and verbal communication skills.
- Excellent teamwork and interpersonal skills.
- Demonstrated knowledge of Environmental, Work Health & Safety, Anti Discrimination and other relevant legislation.
- Demonstrated knowledge of the EP&A Act, Local Government Act and Roads Act.
- Demonstrated initiative and an innovative approach to tasks.
- Ability to use the Microsoft Office suite of software.
- Experience in using a quality management system or other business improvement initiatives.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Current Drivers License (Class C).

Desirable:

- Experience in Local Government.
- Understanding of contemporary issues affecting the development industry.
- Experience in representing Council at Joint Regional Planning Panel meetings.
- Previous experience in the inspection and certification of large (greater than \$10M) scale greenfield subdivisions.
- Supervisory experience.
- Experience in Civil design (road & drainage).
- Experience in contract administration/supervision.
- Ability to use WBNM, ILSAX/DRAINS and HEC-RAS.

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.

- Assess complex development applications for new subdivisions and other urban release development.
- Assess and issue construction and subdivision certificates.
- Provide accurate and consistent engineering advice to internal and external customers in relation to complex developments and subdivisions.
- Conduct stage inspections, supervise any corrective actions that may be required and sign off on completed stages.

- Represent Council at Joint Regional Planning Panel meetings.
- Attend pre-lodgement meetings and provide engineering advice where required.
- Provide mentoring and instruction to staff on all aspects of engineering assessment and PCA roles and responsibilities in regards to subdivision construction.
- Provide a high level of support to the Team Leader – Urban Release and act in that capacity as required.
- Ensuring subdivision contractor's soil and water management is in compliance with Managing Urban Stormwater: Soils and Construction document.
- Inspect and provide reports on designated Council construction works & building projects for compliance with relevant specifications and standards.
- Exercise delegations where applicable.
- Monitor safety standards compliance.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.

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, Councillors, Customer and Council