

# Sorell Council

## Position Description



|                 |                               |
|-----------------|-------------------------------|
| Position Title  | Development Engineer          |
| Work Section    | Planning                      |
| Reports to      | Manager Planning              |
| Classification  | 8                             |
| Employee Status | Full-Time                     |
| Location        | Council Administration Centre |

### Primary Position Purpose

The **Development Engineer** is responsible for the supervision of new assets that are to be donated to Council through subdivisions including the assessment and approval of planning and construction documents in accordance with Council policies, procedures, standards and applicable regulatory requirements.

The Development Engineer is also responsible for the assessment and approval of larger scale residential and commercial development and as needed, for the provision of technical engineering support for civil design and construction of Council renewal and capital projects, contributing to the delivery of Council's operational and strategic plans.

The management of risk associated with asset lifespan, maintenance cost, environmental performance and private property, among others, is paramount in the assessment and approval process.

## Skill Based Classification Descriptors

The position is classified as a Level 8, the following skill descriptors apply to this level.

|                                          |                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Authority &amp; Accountability</b>    | Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).                                                                                                                                                                 |
| <b>Judgment &amp; Problem Solving</b>    | Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress. |
| <b>Specialist Skills &amp; Knowledge</b> | Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.                                                                                                                                                                                        |
| <b>Management Skills</b>                 | Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.                                                                                                              |
| <b>Interpersonal Skills</b>              | Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.                                                                                                                                                        |
| <b>Qualifications &amp; Experience</b>   | Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job.                                                                                                                   |

## Key Responsibilities

- Ensure the engineering design and specification of subdivisions and larger scale residential and commercial development complies with all applicable standards and policies.
- Review the traffic and stormwater impact of new development and ensure that either:
  - Reasonable and appropriate upgrades of stormwater, road or footpath infrastructure is undertaken by developers;
  - Where the upgrade cost is unreasonable, ensure impacts are managed through longer-term financial, asset or management measures.
- Responsible for supervising development that interacts with or involves new Council assets, including to:
  - Assess and approve planning applications and engineering design drawings;
  - Have appropriate regard to potential impacts of development on Council's existing infrastructure;
  - Require developers to make good any damage incurred during the course of their construction activities;
  - Monitor construction activities and ensure that conditions of consent are complied with and that works are carried out in accordance with Council's specifications & standard drawings;
  - Establish hold points & inspection regimes;
  - Undertake on-site engineering inspections relating to road pavements, kerbs, footpaths, driveways and stormwater infrastructure including inspection of pipelines, inspection pits and subgrade preparation, kerb/footpath/driveway bases prior to concrete pours, proof rolling of pavement layers;
  - Practical Completion inspection and Final inspection as required.
- Work with internal and external stakeholders to development options and solutions for technical problems that may arise through civil construction projects.
- Participate in Council's Development Assessment Group meeting for the provision of referrals, advice and conditions on planning permit applications.
- Provide advice and input into Council's own civil construction works.
- Review, prepare or manage associated Council policies and procedures including infrastructure bonds
- Respond to customer requests related to new development.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

## Position Dimensions

| Key relationships and influences                                              |                                                                                                                                                                                        |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who                                                                           | Why                                                                                                                                                                                    |
| <b>Internal</b>                                                               |                                                                                                                                                                                        |
| Customer Services                                                             | Work in partnership with Customer Service to ensure delivery of effective customer service.                                                                                            |
| Works Managers and Works Supervisors                                          | Work in partnership with the Works Department to ensure delivery of effective customer service and provide assistance in relation to maintenance and construction projects.            |
| Planning Department                                                           | Attend DAGS meetings and advise the Planning Section of development engineering consent requirements                                                                                   |
| <b>External</b>                                                               |                                                                                                                                                                                        |
| People who live, work, or visit Sorell                                        | This position delivers services that directly benefit our customers via Council's various customer contact channels.                                                                   |
| Elected Council Members                                                       | This position provides support to Councillors who directly serve the people of Sorell.                                                                                                 |
| Commonwealth & State Depts., Contractors, Consultants, Regulatory Authorities | This position provides information and guidance to external bodies, makes technical decisions necessary on design projects and contracts works in consultation with the Works Manager. |
| Developers and Builders                                                       | Pre-lodgement meetings and other enquiries                                                                                                                                             |
| Subcontractors, Suppliers and Subcontractor                                   | Management of subcontractors, suppliers and subcontractor variation approvals for allocated projects                                                                                   |

| Resources and Budgets |     |                                  |                                                    |
|-----------------------|-----|----------------------------------|----------------------------------------------------|
| Direct Reports        | NIL | Financial Delegation & Reporting | In accordance with Council Policies and Procedures |
| Indirect Reports      | NIL | Statutory Appointments           | In accordance with Council Policies and Procedures |
| Total                 | NIL | Delegations                      | In accordance with Council's Delegation Manual     |

## Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

## Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

## Key Selection Criteria

### Essential:

- Diploma or Bachelor's Degree in Civil Engineering and/or extensive experience in civil construction supervision or civil design.
- Ability to interpret, diligently review and apply engineering design drawings, codes and standards in relation to roads and stormwater assets.
- Ability to review traffic safety and network efficiency aspects on development proposals.
- Ability to work autonomously, exercising discretion and applying analytic reasoning and innovation in the resolution of complex issues.
- Sound written and oral communication skills suitable for a broad range of stakeholders.
- Drivers licence.
- Construction white card.

### Desirable:

- Relevant experience in local government.
- Experience with relevant software such as Geographic Information Systems, AutoCAD, MUSIC or DRAINS.
- Knowledge of stormwater design or modelling.

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| <b>Authorisation</b> |  |  |  |
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| I hereby agree that this position description accurately reflects the work requirements. |  |  |  |
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| <b>Manager name</b> |  |  |  |
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| <b>Manager signature</b> |  | <b>Date</b> |  |
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| <b>GM Name</b> |  |  |  |
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| <b>GM Signature</b> |  | <b>Date</b> |  |
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