

# Position Description

CIVIL DEVELOPMENT ENGINEER

## **Alpine Shire Council's Values - ICARE**

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

### **Child Safety Commitment at Alpine Shire Council**

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

### **Diversity & Inclusivity at Alpine Shire Council**

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

## POSITION OVERVIEW

To assist in the delivery of development engineering services ensuring that safe, compliant, equitable and accessible development and infrastructure is delivered for the community to appropriate industry standards.

To deliver high quality engineering assessments and advice across the full range of municipal infrastructure, as required, with a specific emphasis on subdivision services, identifying practical and cost-effective solutions, and applying innovation where appropriate. Some internal value-add consulting advice to the Capital Works or Operations team may be requested on occasion.

You will always be required to promote the Alpine Shire Council as a high standard customer-focused service organisation. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 7 Alpine Shire Council Enterprise Agreement 2023
<b>Reports to:</b>	Engineering Coordinator
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

As a Civil Development Engineer, you will play a vital role in:

- assessing, inspecting and approving safe, functional and sustainable community infrastructure.

You will be responsible for:

- conducting planning referral assessments,
- providing Legal Point of Discharge (LPOD) information,
- inspecting proposed development sites and community assets pre and post construction,
- providing construction supervision services in line with development engineering standard and processes as required,
- providing Statement of Compliance sign off for developments, while ensuring equitable and accessible community amenity is provided, safety and compliance to industry standards is followed and allowing for future generations to live sustainability by addressing and promoting development practices that reduce carbon footprint, conserve natural habitats and minimise waste.

The role is also a key responsible part in traffic related requirements such as speed zone assessments, road proclamation services etc.

## **Accountability and extent of authority**

- Accountable to direct supervisor and/or Manager.
- Freedom to act is governed by relevant budgets, policies, standards and procedures. with regular reporting to the Supervisor.
- Accountable for the accurate, effective and efficient operation of systems relating to key responsibility areas.
- Liaise with members of the public regarding key responsibility areas, risks and safety.
- Required to comply with Council's Employee Code of Conduct, Policies and Procedures.

### **The employee has the authority to:**

- Take appropriate action to ensure the safety of self, fellow employees and public.
- Provide explanations to members of the public regarding works being performed.
- Perform duties specified in Instruments of Delegation issued by Council and/or the Chief Executive Officer.
- Respond to correspondence and emails assigned.

### **General Engineering**

- Respond to assigned customer requests in a timely and professional manner that are aligned with Councils Customer Charter.
- Manage the delivery of engineering investigations and studies carried out by external consultants, including prepare the scope, procuring the services according to Council's procurement procedure, and subsequently overseeing the delivery of the service.
- Assist in the review and implementation of Council's Road Management Plan and Register of Public.
- Road's activities, including enforcing the relevant service standards.
- Provide advice and guidance to ensure the effective management of the National Heavy Vehicle Regulator (NHVR) portal associated mapping systems.
- Support investigations relating to a broad range of infrastructure issues raised by internal and external customers, identifying and evaluating options and providing recommended solutions. Typical issues include:
  - stormwater drainage investigations
  - stormwater LPOD applications
  - traffic management and safety issues
  - review/approval of traffic management plans
  - road closures, deviations and status enquiries
  - permit applications for over-mass and over-dimensional vehicles
  - bridge load limits
  - permit applications for works on/occupation of Council land
  - build over easement applications in cooperation with the building team; and
  - advice to Capital Works team as requested.

## **Development Engineering**

- Assist in the delivery of development engineering services to ensure that appropriate development is encouraged, that Council's infrastructure is developed to appropriate industry standards and that Council and the community are not unfairly burdened with development and/or recurrent costs.
- Provide engineering assessment of development and subdivision applications and apply appropriate conditions in accordance with the Infrastructure Design Manual (IDM) and statutory requirements.
- Check engineering designs and specifications submitted by residents and consultants for compliance with relevant Acts, Regulations and Council policies.
- Engage with other departments such as Operations/Maintenance, Strategic Planning etc, as appropriate, in the application of referral conditions and plan assessment to ensure maintainability, connectivity, community amenity and future proofing of development is considered.
- Review infrastructure-related policies, procedures council strategy documents and design guidelines for developers or other council documents as requested.
- Undertake site inspections of infrastructure works for compliance with relevant legislation, industry standards and Planning Permit Conditions.
- Ensure that as-constructed drawings and specifications are received and that asset systems are updated where new infrastructure is created.

## **Project Planning**

- Following robust engineering assessments and based on agreed recommendations, prepare scopes of work and specifications, and develop in-house cost estimates for maintenance works and minor capital projects as requested.
- Deliver effective handover of scoped projects to internal customers with sufficient information to support the tendering of projects for implementation.

## **Customer relationship management**

- When carrying out engineering assessments, actively engage with stakeholders to ensure their needs are well understood and that they are kept well informed.
- Liaise with customers and council staff to establish and resolve issues of service provision.
- Provide customers with realistic expectations and workable solutions.
- Positively promote the Alpine Shire Council and its work-related activities.

## **Budgeting**

- Provide input into the development of the Operations Team budget, as requested.
- Provide input into the development of the annual capital works budget, including recommended renewal and upgrade projects across each asset class as requested.
- Monitor expenditure and income from LPOD, plan checking and construction supervision are invoiced and received. Ensure projects and services relating to key responsibilities are within the budget set by Council.

## **Other duties**

- Promote Council and its activities regularly, proactively and positively.
- All employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Continually review and improve work methods associated with this role.
- Display a punctual, reliable and positive approach to work.
- Undertake other duties as directed by the Engineering Coordinator and or Manager.
- Regularly report to the Engineering Coordinator.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

## **Judgement and decision making**

- Make decisions in accordance with legislation, policies, procedures, practices, delegated authority and industry standards.
- Use professional discretion, initiative and experience from previously encountered situations.
- Perform tasks from a range of known engineering techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, to achieve the best outcome. Personal judgement may be required.
- Apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Set priorities to achieve the goals and objectives of the business unit.
- Guidance and advice is available from the Engineering Coordinator, Manager Operations or Director Assets.

## **Management skills**

- Knowledge of and ability to implement Equal Employment Opportunity (EEO), Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to efficiently implement daily, weekly and longer-term workloads.
- The ability to implement changes and improvements.

## **Interpersonal skills**

- Well-developed oral and written communication skills with customers, other employees and members of the public.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.

- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Have a high level of written and verbal communication skills, and computer literacy skills.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to advise and communicate effectively to members of the public, tribunals and organisations in the achievement of set goals or objectives or in matters of policy, law or procedures.
- Be able to develop and maintain effective working relationships with a wide range of stakeholders.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be willing to seek guidance and advice when required.
- Be willing to learn and undertake training relevant to the position.

## EXPERTISE

### **Qualifications**

- Degree qualified in civil engineering or a lesser formal qualification with significant relevant experience.
- Occupational Health and Safety General Induction ticket for entry to construction sites.
- Current Victorian driver's license.
- Working with Children Check.

### **Specialist knowledge and skills**

- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to solve relevant issues based on previous experience and/or by the effective application of established techniques and procedures.

### **Experience**

- Demonstrated experience in municipal engineering and planning referral assessment.
- Experience in Local Government advantageous.
- Experience in community engagement.
- Experience in the use of the Microsoft Office suite and other local government business applications.
- Demonstrated ability to provide high quality work and customer service.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in both indoors and in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor/outdoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- The work environment may include uneven surfaces and up and down stairs.