

INFRASTRUCTURE DEVELOPMENT ENGINEER

Award Classification	Victorian Local Authorities Award 2001 – Band 7
Directorate	Community & Planning
Reports to	Manager Asset Planning
Supervises	Nil
Approved By	Director Community & Planning, May 2020

OUR GUIDING PRINCIPLES

Strathbogrie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- To provide engineering expertise in subdivisional developments including:
 - Drafting engineering conditions for planning permits;
 - Checking design plans.
 - Review construction documentation including management plans and inspection checklists;
 - Attend site inspections and advise of construction compliance requirements where appropriate;
 - Process appropriate subdivision fees; and
 - Complete certification and compliance documentation.
- To develop and implement effective systems, guidelines, work procedures and other documentation relating to engineering design and developments.
- To undertake traffic engineering, engineering survey, design and scoping of engineering projects.
- To strategically plan and manage Council’s drainage network by carrying out investigations and catchment studies to identify inadequacies.
- To provide advice to internal and external customers on drainage, flooding, planning and environmental issues in accordance with all statutory requirements and Council’s performance objectives.
- Undertake project management of allocated projects.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council’s stated goals as identified in its Corporate Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include: -

Co-ordination and Supervision

- Attend meetings with consultants and developers to discuss Council development goals and achieve the standards set out by the Infrastructure Design Manual (IDM).
- Develop Council Briefing Notes and associated cost estimates.

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- Co-ordinate allocated staff and other resources respectively.
 - Gather input from other members of Engineering/Assets Department; and take key role in managing processes and procedures (heavy vehicle/over dimensioned vehicle permits, road opening permits, Commonwealth roads of access claims).

Technical Advice and Input

- Provide sound civil and technical engineering advice to Council and its employees.
- Provide excellent customer service to all areas of Council, the community and other external stakeholders.
- Provide engineering expertise to developers and their representatives in accordance with the IDM and Planning Scheme.
- Provide professional engineering advice by determining appropriate engineering standards (and associated permit conditions) for Infrastructure in Town Planning applications and undertake dispute resolution regarding objections and ambiguities within standards and the IDM.
- Provide technical input to developing engineering standards for assets (and, in particular, input to IDM development).
- Design and document civil, drainage and building works in accordance with the appropriate Australian Standards, the BCA and Council policies and practice in an effective and efficient manner.
- Under direction from the Manager Asset Planning, develop specialist engineering plans and guidance notes and related policy to support the Council Plan.

Contractors' Management

- Engage and manage consultants in accordance with the Council Plan to deliver strategy, design, services and other specialist advice.
- Resolve technical issues resulting from civil construction and meet with relevant Service Authorities as appropriate.
- Manage the investigation of allocated civil, drainage and building works by contractors and Council workforce in accordance with Council Procurement policy, contracted drawings and specifications.

Other (as required)

- When required, investigate engineering issues; and, where necessary, arrange surveys, detailed plans and solutions; and scope up projects.
- When required, develop capital works programs for budgetary consideration, one year plan in detail, rolling five year plan in outline.
- When required, assist Projects and Operations to deliver allocated Capital Works Projects in the most effective manner possible in accordance with the Council Plan and Council policy and procedures.
- Carry out other allocated tasks related to capital works as directed including tasks agreed to as part of the annual performance assessment process.
- Prepare specifications, estimates and tenders for engineering work, ensuring that this work is done in accordance with legislation and regulatory requirements.
- Prepare schemes for work to be undertaken on Special Charge Schemes for streets/roads, drains, footpaths and kerb and channel.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
 - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position's functions and duties in accordance with risk management provisions of their position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of wider organisation.
- The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- The work may be of an investigative nature, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of work can have a significant effect on the policies which are being developed.
- Accountable to the Manager Infrastructure for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including assets, systems and technology being managed.
- Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs.
- Effective management of timelines and budgets within authorised limits.
- Liaise with the community and Council's staff in relation to drainage issues and enquiries.
- Investigate and resolve drainage and flooding matters potentially impacting private properties.

JUDGEMENT AND DECISION MAKING

- The nature of work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognize when these established techniques are not appropriate.
- Guidance is not always available within the organisation.
- Ability to make decisions on the day to day operation of all areas of responsibility.
- Undertake problem solving activities in order to achieve objectives of this position within resource constraints.
- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and Council policy.
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem solving skills.

SPECIALIST KNOWLEDGE AND SKILLS

- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.

- Knowledge of Asset Management Principles.
- Knowledge of legislation and regulations relevant to the position and Local Government Act 1989.
- Knowledge of contract administration and project management for civil projects.
- Knowledge of engineering standards associated with development works (subdivisions) and associated planning permit conditions.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Understanding and an ability to implement basic personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Position is expected to contribute to the development and implementation of long term staffing strategies.

INTERPERSONAL SKILLS

- Ability to write reports and to prepare external correspondence.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Civil Engineering with several years of relevant experience.
- Experience in subdivisional development and its processes.
- Experience in delivering capital works (civil, hydraulic and building) programs.
- Supervisory experience, including engagement and management of contractors.
- A current Victorian Drivers licence is required.

KEY SELECTION CRITERIA

Essential

- Membership of Institution of Engineers, Australia.
- Demonstrated skills in asset management practices and recognition of importance of managing all classes of assets.
- Experience in subdivisional development and its processes.
- Experience in delivering capital works (civil, hydraulic and building) programs.
- Knowledge of contract administration and project management for civil projects.
- Supervisory experience, including engagement and management of contractors.
- Ability to work co-operatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.
- Use initiative and act professionally, with integrity, discretion and confidentially.

Desirable

- Experience with CAD products.
- Experience working in a Local Government environment.
- Experience with modelling software such as HRC-RAS and MUSIC.

STRATHBOGIE SHIRE COUNCIL

Position Description



TERMS AND CONDITIONS OF EMPLOYMENT

The Infrastructure Development Engineer position is classified as a Band 7 within the Strathbogieshire Council Enterprise Agreement 2019. The salary range for this position is within Band 7 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogieshire Council Enterprise Agreement 2019.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:

DIRECTOR COMMUNITY & PLANNING

Name:

Signed:

Date:

