



# Position Description

Non-supervisory Employees

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| <b>Position Title</b>                        | <b>Investigations Engineer</b>               |
| <b>Section</b>                               | Infrastructure Planning                      |
| <b>Division</b>                              | Infrastructure                               |
| <b>Reports to</b>                            | Infrastructure Stakeholder Relations Manager |
| <b>Grade</b>                                 | 12-14  |
| <b>Employment Status (FT/PT/Casual/Temp)</b> | Full time                                    |

## Position purpose

To undertake investigation and preliminary design to assist in the provision of civil engineering, planning and design services and provide advice for the strategic development of Port Macquarie-Hastings Council's water, sewer, transport and stormwater assets.

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Proactively and reactively investigate and assess transport, stormwater, water and sewer assets;
- Assist in developing recommendations for transport, stormwater, water and sewer management solutions in relation to development applications, customer enquiries, strategic planning initiatives and projects;
- Undertake technical assessments for transport, stormwater, water and sewer asset planning and management and provide technical support for asset Engineers;
- Use data and technical input to assess condition of infrastructure assets, to inform relevant policies for asset management;
- Undertake research and collate customer enquiries to identify future planning needs and opportunities for infrastructure related assets
- Assist with the provision of technical advice and guidance to maintenance and construction staff regarding transport, stormwater drainage, water and sewer issues and works as they arise;
- Provide technical advice for applications for works on public roads and road reserve;
- Provide technical compliance advice and support to Water and Sewer Technical Officer in relation to development applications and provision of water supply and sewerage facilities;
- Ensure services are delivered to Council adopted standards, regulations and policies;
- Provide advice to internal and external stakeholders on Council requirements with respect to the interpretation of design and construction requirements to Standards and relevant Statutory Acts, and review and update Aus-Spec documentation and Standard Drawings;
- Liaise with customers as required in response to relevant enquiries;
- Any other related duties as directed, within the skills and scope of the role.





## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

| Values                 | Expected Behaviour   |
|------------------------|--|
| <b>Communication</b>   | <ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>                             |
| <b>Accountability</b>  | <ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>      |
| <b>Professionalism</b> | <ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>   |
| <b>Integrity</b>       | <ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>                                      |
| <b>Teamwork</b>        | <ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul> |



**Document Endorsement**

**Date** 01/10/2020                      **Group Manager** Cameron Hawkins

**Date** 18/3/2021                      **Director** Dan Bylsma, Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_