

## POSITION DESCRIPTION

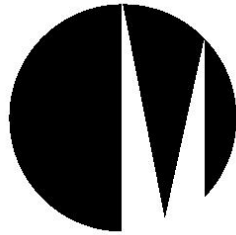


<b>POSITION TITLE:</b>	Drainage Development Engineer D20/485466
<b>POSITION NO:</b>	3440
<b>CLASSIFICATION:</b>	Band 6
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement 2018
<b>DEPARTMENT:</b>	City Infrastructure
<b>BRANCH:</b>	Capital Works Planning and Delivery
<b>WORK UNIT:</b>	Engineering Services
<b>REPORTS TO:</b>	Unit Manager Engineering Services
<b>SUPERVISES:</b>	Nil
<b>PREPARED BY:</b>	Unit Manager Engineering Services
<b>APPROVED BY:</b>	Manager Capital Works Planning and Delivery








*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

<b>DATE CREATED:</b> 19 July 2017	<b>DATE MODIFIED:</b> 12 November 2020
<b>DATE APPROVED:</b>	<b>DATE PRINTED:</b>



**1. POSITION OBJECTIVES:**

- This position is responsible for the delivery of quality services to the community through the design of improved and/or enhanced infrastructure assets for drainage infrastructure using CAD packages.
- Assessment and approval of designs from developers associated with single and multi-unit developments relating to drainage, laneway, parking bays and vehicle crossing infrastructure.
- Assessment and approval of drainage plans relating to Onsite Stormwater Detention (OSD) and Water Sensitive Urban Design (WSUD) elements relating to multi-unit developments and subdivisions.
- Co-ordination and supervision of external consultants to undertake designs and documentation for a range of municipal engineering drainage projects.
- Investigate and produce solutions to drainage and flood related issues raised by the community in relation to drainage infrastructure.
- Analyse and produce drainage reports for developments related to Legal Point of Discharge (LPOD).
- Collate information and administer the Dial Before You Dig (DBYD) service provided by Council.

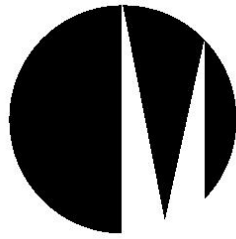
Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

**DATE CREATED:** 19 July 2017

**DATE MODIFIED:** 12 November 2020

**DATE APPROVED:**

**DATE PRINTED:**



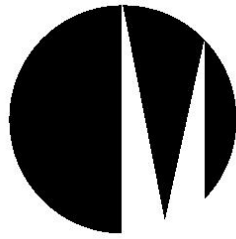
## **2. KEY RESPONSIBILITY AREAS:**

### **Drainage Issues**

- To produce designs and plans for drainage capital works projects as agreed and using appropriate CAD techniques and prepare estimates, schedules and tender documentation for the drainage capital works program as required, to ensure conformity with Council standards, industry guidelines and the design brief.
- To arrange accurate field and CCTV surveys to provide information for drainage design and plan checking.
- Investigate and provide solutions to matters relating to drainage improvement works.
- Liaise with the residents, ratepayers and stakeholders and/or interested parties as appropriate to resolve drainage and flooding issues.
- Assist in the preparation of tender documents for drainage improvement works.
- Provide customer service assistance to the public with respect to drainage and other general enquiries.
- Liaise with the Senior Projects Engineer - Drainage, Construction Engineers, Unit Manager Engineering Services, Manager Capital Works Planning & Delivery and Director City Infrastructure on various issues regarding drainage projects.
- Assist the Senior Projects Engineer (Drainage), Construction Engineers and Unit Manager Engineering Services with both preliminary stage and delivery stage project management duties, such as but not limited to MP2 documentation, planning permit applications, public hearings, design concepts, surveys and other tasks associated with the Capital Works Program

### **Design Review and Application Processing**

- Under the general direction of the Unit Manager Engineering Services, undertake the selection of consultants, co-ordinate and supervise external designs and carry out checking and approval of designs and associated documentation by them to ensure conformity with Council standards, industry guidelines and the design brief.
- Assessment and approval of designs from developers associated with single and multi-unit developments relating to drainage, laneway, parking bays and vehicle crossing infrastructure.
- Assess consultant design submissions for stormwater LPOD and OSD applications and/or developer outfall drains for approval and revisions, including WSUD requirements.
- Conduct site inspections of existing conditions and construction activities for drainage improvement works.



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### **Advice and Information**

- Provide information and processing of the DBYD Service and Legal Point of Discharge (LPOD) requests.
- Provide technical support and advice to the Senior Projects Engineer (Drainage), Construction Engineers, Unit Manager Engineering Services and others, as requested.
- Provide engineering advice to the public regarding infrastructure enquiries.
- Provide advice on works affecting Council's infrastructure assets.

### **Reporting**

- Keep and maintain records of applications for LPOD, OSD and the DBYD service, including their approval status.
- Report regularly to the Senior Projects Engineer (Drainage) and the Unit Manager Engineering Services on drainage projects, LPOD Reports and DBYD service.

### **Citizen/Customer Service**

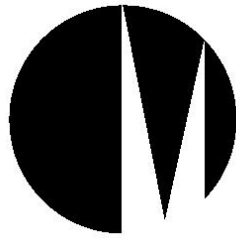
- Organise consultation letters to residents affected by Capital Works Projects.
- Respond promptly to all enquiries related to drainage or capital projects from internal staff, consultants, developers and residents to ensure effective and appropriate responses are given.
- Provide clear and effective information and advice to developers, contractors and citizens on the requirements for drainage infrastructure works.
- Provide the highest quality service to citizens and customers ensuring all information is delivered in an accurate and timely manner.

### **Continuous Improvement**

- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

### **Occupational Health & Safety**

- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.



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### **Environmental Sustainability**

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

### **Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

### **Other duties**

- Required to undertake other duties as directed.

### **3. ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Engineering Services

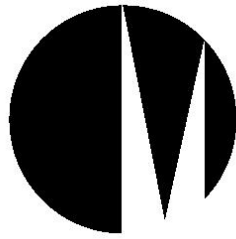
**Supervises:** Nil

**Internal Liaison:** Directors  
Managers / Coordinators  
Other Staff

**External Liaison:** Contractors & consultants  
State & Federal Government Departments  
Service Utilities (as required)  
Moreland Community (including traders)  
Other Local Government Officers

### **JOB CHARACTERISTICS RELEVANT TO THE POSITION**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 5)



**4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

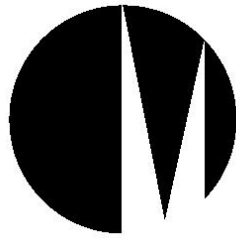
- Accountable for the effective design of drainage capital works projects under the officers control.
- Assessment and approval of designs from developers associated with single and multi-unit developments relating to drainage, laneway, parking bays and vehicle crossing infrastructure
- Ensuring all LPOD Drainage Reports, OSD approvals and DBYD applications are carried out and reported to the customer within specified time limits.
- Accountable for own work quality.
- Accountable for the effective and efficient delivery of capital works projects under the officer's control.
- Authority to make decisions on matters which are the responsibility of the position, subject to the decisions being within delegated authority, legislative requirements and established Council policies and procedures.

**5. JUDGEMENT AND DECISION MAKING:**

- Judgement and decision making is limited to making sound engineering decisions and evaluating proposals having regard to the objectives, duties and responsibilities of the position and within the relevant legislation, regulations, standards, local laws and guidelines.
- Extent of judgement and decision making is subject to the guidance of senior Engineering Services staff and the level of delegation authorised by the Unit Manager Engineering Services.

**6. SPECIALIST KNOWLEDGE AND SKILLS:**

- Excellent in the use of AutoCAD, Civil 3D (Autodesk) and Civil Site Design-version 2020 (Civil Survey Solutions) relating to the design of road and drainage infrastructure projects.
- A sound knowledge of engineering design techniques and standards, in particular road and drainage design, including Water Sensitive Urban Design (WSUD)
- Project management skills.
- Experience in LPOD assessment and reports relating to multi-unit developments and administering the DBYD service.
- The ability to work effectively and successfully with a wide range of people from diverse backgrounds.
- Sound knowledge and ability to use Microsoft Office and GIS software.



## **7. MANAGEMENT SKILLS:**

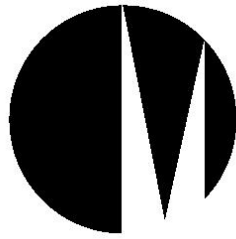
- Ability to manage own time, set priorities, planning and organising one's own work to complete assigned tasks and achieve targets, in accordance with specified guidelines and legislated requirements under the guidance of senior Engineering Services staff and the Unit Manager Engineering Services.
- Demonstrated ability to achieve objectives within given time frame, budgets and specified guidelines, using the resources available.
- Well developed negotiation skills.

## **8. INTERPERSONAL SKILLS:**

- Excellent written and oral communication skills.
- Excellent customer service skills.
- Ability to communicate clearly and concisely, in writing and orally, with a diverse range of people.
- Demonstrated ability to gain co-operation, trust and confidence of staff, consultants, contractors and members of the community from diverse backgrounds and cultures.
- Identify customer/stakeholders needs and expectation, decide appropriate action and respond accordingly.
- Ability to deal with difficult customer situations and present a positive image of Council.
- Ability to work effectively and contribute to a team environment
- Demonstrated ability to analyse information and alternatives in order to formalise solutions to problems.
- An understanding of the needs and concerns of customers, a willingness to listen and the ability to strike an acceptable compromise, where appropriate, to resolve design issues.

## **9. QUALIFICATIONS AND EXPERIENCE:**

- Tertiary (Degree) qualification in Civil Engineering, eligible for Professional Membership of the Institute of Engineers, Australia.
- A minimum of two years civil engineering design experience in road and drainage works.
- Sound knowledge of Water Sensitive Urban Design principals and design requirements is preferable.
- Experience in Civil Design computer software (AutoCAD, Civil 3D (Autodesk), Civil Site Design-version 2020 (Civil Survey Solutions), Advanced Road Design and/or CivilCAD and OSD4).
- Experience in Microsoft Office suite software and GIS software
- Current Victorian Drivers Licence.



**10. PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

<b>Condition/Activity</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>N/A</b>
Manual handling weights -above 10kgs	( )	( )	(x)	( )
-below 10kgs	( )	( )	(x)	( )
Manual handling frequency	( )	( )	(x)	( )
Repetitive manual work	( )	( )	( )	(x)
Repetitive bending/twisting	( )	( )	( )	(x)
Working with arms above head	( )	( )	( )	(x)
Lifting above shoulder height	( )	( )	( )	(x)
Using hand tools – vibration/powerd	( )	( )	( )	(x)
Operating precision machinery	( )	( )	( )	(x)
Close inspection work	( )	( )	(x)	( )
Wearing hearing protection	( )	( )	(x)	( )
Wearing eye protection	( )	( )	(x)	( )
Working in dusty conditions	( )	( )	(x)	( )
Working in wet/slippy conditions	( )	( )	(x)	( )
Wearing Gumboots	( )	( )	(x)	( )
Wearing safety shoes/boots (steel cap)	( )	( )	(x)	( )
Working with chemicals/solvents/detergents	( )	( )	( )	(x)
Washing hands with soap (hygiene)	( )	( )	(x)	( )
Working at heights	( )	( )	(x)	( )
Working in confined spaces	( )	( )	(x)	( )
Working in chillers (+4 degrees C)	( )	( )	( )	(x)
Performing clerical duties	( )	(x)	( )	( )
Working on a keyboard	(x)	( )	( )	( )
Driving cars and/or trucks	( )	(x)	( )	( )
Other (please specify)_____	( )	( )	( )	(x)

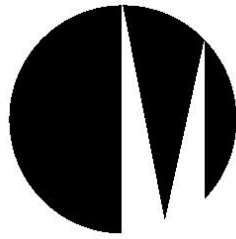
Other special features (e.g. nature of chemicals, travelling requirements, etc):

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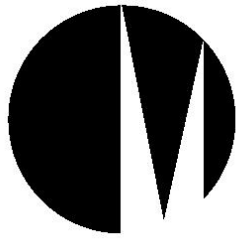
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## 11. KEY SELECTION CRITERIA

- Tertiary (Degree) qualification in Civil Engineering, eligible for Professional Membership of the Institute of Engineers, Australia.
- Experience in a Civil Engineering working environment for Local Government or a Service Authority is desirable.
- Ability to produce designs and plans for drainage capital works projects as agreed and using appropriate CAD techniques and prepare estimates, schedules and tender documentation for the drainage capital works program as required, to ensure conformity with Council standards, industry guidelines and the design brief.
- Ability to assess and approve designs from developers associated with single and multi-unit developments relating to drainage, laneway, parking bays and vehicle crossing infrastructure.
- Ability to undertake the selection of consultants, co-ordinate and supervise external designs and carry out checking and approval of designs and associated documentation by them to ensure conformity with Council standards, industry guidelines and the design brief.
- Experience of Legal Point of Discharge (LPOD) and Onsite Stormwater Detention (OSD) assessment and reports relating to multi-unit developments and administering Council's Dial Before You Dig (DBYD) service.
- Experience in investigating, analysing and producing solutions to drainage and flood related issues raised by the community in relation to drainage infrastructure.
- Experience and ability to develop and interpret specifications and civil drawings.
- Sound knowledge of Water Sensitive Urban Design (WSUD) principals and design requirements.
- Sound Knowledge and use of design techniques, tools, and principals involved in production of technical plans and drawings relating to civil infrastructure projects.
- Experience in using Microsoft Office suite (word, excel and project) Civil Design computer software (AutoCAD, Civil 3D (Autodesk), Civil Site Design-version 2020 (Civil Survey Solutions), Advanced Road Design and/or CivilCAD and OSD4), GIS systems, corporate systems, records management, and customer request.
- Excellent communication and interpersonal skills with a strong focus on the capacity to develop and maintain positive and effective relationships and partnerships, both internally and externally.
- Strong commitment to quality assurance practices, workplace health and safety, and environmental standards, practices, and procedures.
- Strong skills in managing time, setting priorities and planning and organising work as required to achieve objectives and goals.
- Current Victorian Drivers Licence.



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**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... **Date / /**  
**(Staff member's signature)**

..... **Date / /**  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**