

Position description

Development Services Engineer

Summary information

Section	Building and Engineering Assessment	Directorate	Planning and Development
Position grade	Band 3 Level 2 Grade 14	Position type	Permanent and term contract, full-time
Reports to	Team Leader Development Engineering	Direct reports	Yes
Approval limit	\$0	Release limit	\$0
Created/reviewed	May 2019	BCC number(s)	BCC531, 533, 535, 536, 540, 1598, 1648, 1724, 1761 and 1577

Our Values

TEAMWORK



CUSTOMER
FOCUSED



INNOVATION



COMMITMENT
TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation

1 Position purpose

- Provide and coordinate the necessary engineering input on development matters to the development community, council staff and the general public in order to achieve the aims of the unit and meet agreed performance targets
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Relevant Degree qualifications in a related field. e.g. Civil Engineering
- Extensive relevant experience
- Current class 'C' driver's licence
- Ability to work within a team environment
- Knowledge of applicable legislation/regulations.

Desirable

- Working knowledge of the EP&A Act, Local Government Act and Roads Act
- Excellent negotiation and problem-solving skills
- Computer literate
- Demonstrated commitment to customer service.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Report to Team Leader and be accountable for operational matters and for the delivery of a high quality professional service
- Ensure that the Team Leader is fully aware of any matters requiring policy development or policy amendment
- Brief and liaise with various development consultants, contractors, government authorities and other relevant council departments involved with development projects
- Assess, analyse and approve under delegation Civil Engineering matters associated with developments
- Participate in meetings and other activities to promote and facilitate the operations of the unit
- Demonstrate appropriate knowledge of, and commitment to, equal opportunity principles and anti-discrimination law in the workplace
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Participate in Development Advisory Panel meetings as requested
- Ensure duties are performed in accordance with Council's WHS Policy
- Contribute to preparation of new policies and procedures, or amend existing ones as directed by the Supervisor to address any conflicts or problems relating to developments
- Prepare and sign correspondence in accordance with delegation
- Provide engineering conditions and/or comments on Development Applications
- Determine and issue Construction Certificates, Compliance Certificates and other engineering approvals in line with legislative requirements and agreed time frames
- Ensure quality customer service with Certification clients
- Determine approvals under the Roads Act and Local Government Act as related to the development engineering section (e.g. half road construction/development stormwater connection to street drainage system/new inter allotment drainage lines)
- Ensure approved public infrastructure works are completed to Council's standard. Carry out any necessary inspections as required by Council policies/procedures
- Be available for telephone contact and counter enquiries in accordance with department policy and as directed at other times
- Recommend legal actions within the terms of delegation for non-compliance with Council requirements
- Ensure that application processing, inspection, correspondence and customer service matters are dealt with within nominated target times as agreed and to advise the Supervisor whenever targets are unlikely to be met
- Represent Council on engineering matters at public meetings, Council meetings, seminars and Court hearings, as required
- Provide recommendations to the Supervisor regarding selection and training matters for engineering staff

- Act in a more senior position, as required
- Undertake any other duties, as directed
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name	_____	
	Signature	_____	Date _____
Supervisor	Name	_____	
	Signature	_____	Date _____