



PUBLIC ASSETS ENGINEER

POSITION PROFILE

Division	Shire Planning	Status	Full time, permanent
Unit	Traffic and Public Domain Services	Salary Grade Reviewed	12/13
Reports to	Team Leader Public Domain Services		August 2020

STRATEGIC INTENT

Facilitating land use and development to deliver balanced community, environmental and economic outcomes. Outcome 6 – A liveable place with high quality of life.

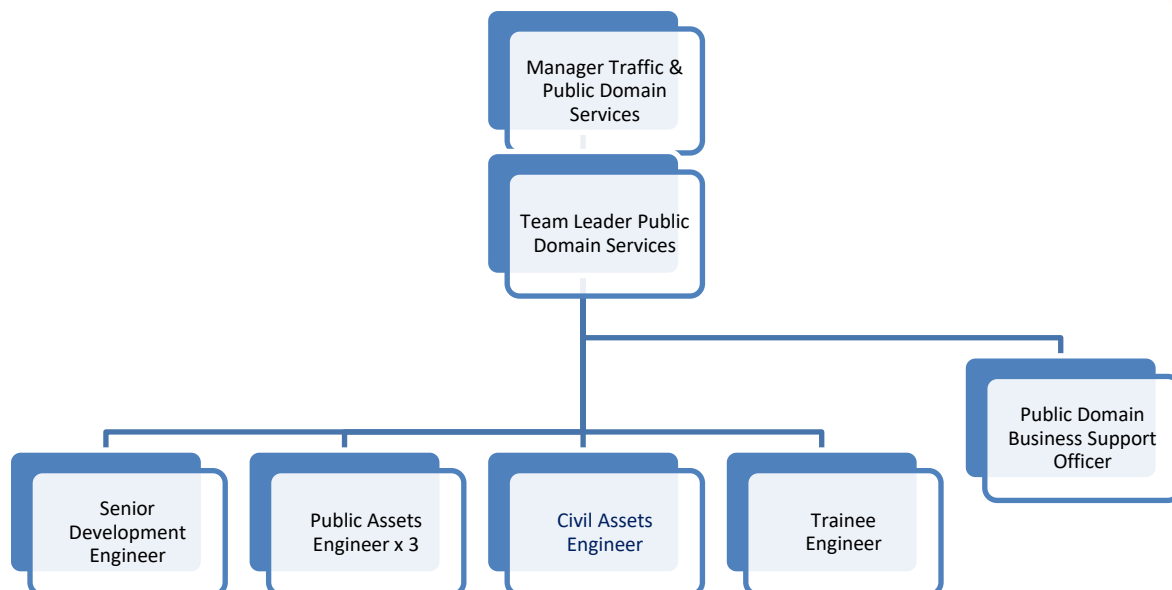
POSITION PURPOSE

This is a position within the Traffic and Public Domain Services Unit with the responsibility for assessing and approving public domain frontage works applications associated with both development applications and other activities concerning the public domain within the Shire.

The position will involve:

- Consultation with the public, developers, consultants, government authorities, private contractors and Council staff to ensure responsible design and management of civil assets infrastructure within the road reserve.
- Ensuring that all construction activities in the public place are designed in accordance with the Public Domain Design Manual, Engineering Specification, approved consent conditions, specifications/codes and safety standards.
- This position is eligible to participate in a rotation throughout three of the council's major engineering units (Assessment, Traffic and Public Domain and Asset Management).

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Input to frontage development within the public domain in accordance with legislation and policy.	<ul style="list-style-type: none"> ▪ Specialist advice provided to council officers that is timely and in accordance with the DA process. ▪ The quality and quantity of comments provided both within and outside prescribed times. ▪ Records kept in accordance with Council standards using the corporate tools provided. ▪ Work priorities sensibly and flexibly in accordance with the context of the application. ▪ Informal referrals accepted and prioritised sensibly when balanced against work formally allocated.
Liaise with Assessment staff to ensure conditions of consent with respect to the public domain are appropriately applied to development proposals.	<ul style="list-style-type: none"> ▪ Provide feedback to assessment staff in a timely manner. ▪ Participation in Development Assessment Engineering Clinic.
Maintain positive attitude, skills and competencies to advance organisation and community objectives.	<ul style="list-style-type: none"> ▪ Objectives not compromised by skill or attitude deficiency.
Maintain an awareness of and ensure compliance with corporate policies, standards, strategies and directions.	<ul style="list-style-type: none"> ▪ Knowledge level of and compliance with policies, standards, strategies.
Engage and manage consultants to deliver Public Domain related services as agreed by the team leader.	<ul style="list-style-type: none"> ▪ Consultant services are efficient and effective.
Provide technical advice to internal and external clients on engineering matters.	<ul style="list-style-type: none"> ▪ Advice is sound, timely and meets requirement.
Co-ordinate and synthesise input from other engineering experts and from asset owners and other engineers from within Council.	<ul style="list-style-type: none"> ▪ Attend project team meetings and other discussions as required. ▪ Consider the advice of other engineering experts and offer a position that has considered and balanced competing requirements from other experts.
Provide assistance to Customer Service, Call Centre and Records Management relating to enquiries & correspondence regarding the duties performed by the Public Assets Engineer.	<ul style="list-style-type: none"> ▪ Timely reply to correspondence received. ▪ Communications with Councils customers meet Council service standards. ▪ Applicants and staff understand requirements.
Assist customers with information related to the design of the public domain.	<ul style="list-style-type: none"> ▪ Effectiveness in negotiating solutions to problems with the public and applicants.

Prepare any necessary correspondence relating to the enquiry.	<ul style="list-style-type: none"> No unreasonable complaints from public/contractors relating to untimely/imprecise/incomplete information supply or lack of co-operation to achieve satisfactory outcomes for Council & the Public.
Assist with the development and maintenance of template conditions of consent, scopes and project briefs for the use of assessment staff where there are development impacts on the public domain.	<ul style="list-style-type: none"> Templates are developed and reviewed periodically to ensure appropriate conditions are available to assessment staff.
Review and endorsement of briefs and scopes developed by assessment staff.	<ul style="list-style-type: none"> Briefs and scopes received for review from assessment staff are reviewed within agreed timeframes.
Review and approve public domain design proposals lodged by developers for council's endorsement.	<ul style="list-style-type: none"> Design proposals are reviewed and feedback and/or approval provided within specified timeframes.
Provide public domain design approvals under the Roads Act.	<ul style="list-style-type: none"> Approvals are provided in a timely manner.
Develop project briefs and scope of works for the use of developers when they are required to undertake public domain design and frontage activities as part of their development consent.	<ul style="list-style-type: none"> Project Briefs and Scope documents are provided to developers within specified timeframes.
Develop frontage design briefs for developments considering the public domain.	<ul style="list-style-type: none"> Briefs are complete, clear and timely.
Provide detailed feedback to applicants/consultants on design alterations required to obtain final approval.	<ul style="list-style-type: none"> Concise Feedback provided in a timely manner.
Liaise with the Team Leader to ensure the PDDM specifications allow for the capture of asset information required for Council's asset register.	<ul style="list-style-type: none"> Recommendations for changes to the PDDM are made and where appropriate implemented.
Manage Third Party constructed public assets, ensuring compliance with standards, specifications and public domain requirements for the benefit of the broader community of the Sutherland Shire.	<ul style="list-style-type: none"> Works completed as designed.
Provide assessment input, and expert opinion on public domain aspects of DAs, DCPs, LEPs, and Planning Proposals.	<ul style="list-style-type: none"> Opinions and advice are technically correct, timely and convincingly presented.
Assist in the development, review and management of Unit operating plans, works programs and budgets.	<ul style="list-style-type: none"> Reasonably anticipated requirements are identified and acted upon. Delivery of identified programs to time and budget.
Respond to Customer Requests relating to public domain and development frontage matters.	<ul style="list-style-type: none"> Customer satisfaction with response.
Provide input to Unit performance reporting.	<ul style="list-style-type: none"> Reports are complete accurate and timely.
Develop systems and maintain databases on public domain and Roads Act related matters to meet corporate and community needs.	<ul style="list-style-type: none"> Systems and data available, complete, accurate and relevant.

Identify obsolete and inefficient practices and recommend changes where appropriate.	<ul style="list-style-type: none"> ▪ New work practices are recommended as required in line with best practice in the industry.
Identify and recommend changes to the specifications in the Public Domain Design Manual and associated Technical Specification that will result in efficiency improvements in the areas of Public Domain design and construction and in the consideration of operations and maintenance costs.	<ul style="list-style-type: none"> ▪ Opportunities to improve the specification identified and recommended as appropriate.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Tertiary qualifications in technical related engineer areas such as civil engineering, environmental engineering ▪ Class 1 driver licence
	Desirable	<ul style="list-style-type: none"> ▪ Traffic Control at Work Sites - RMS Certificate
Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Experience in government engineering, with particular expertise in public (civil) asset design and construction ▪ Experience in evaluation of complex engineering, architectural and survey plans ▪ Experience in mediation techniques and conflict resolution of complex matters ▪ Sound understanding of civil construction methods and materials ▪ Demonstrated skills in preparation of reports and correspondence ▪ Literacy in current computer systems including Microsoft products ▪ Literacy in the Property and Rating system or similar ▪ Experience in interpretation and application of relevant legislation applicable to local codes/policies, particularly the Roads Act ▪ Experience in assessment of engineering conditions relating to works within the road reserve ▪ Demonstrated knowledge and understanding of local government civil works Specifications and their implementation with respect to existing and future civil assets
	Desirable	<ul style="list-style-type: none"> ▪ Demonstrated understanding of the development control process relating to non-standard and complex applications ▪ Experience in design and drafting of construction projects including roads, stormwater drainage, traffic facilities and associated public domain infrastructure in accordance with Australian standards and RMS Guidelines. ▪ Experience in computer aided drafting and design (preferably AutoCAD)

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Active - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines.

Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- Vehicle allowance applicable
- 19 day month flexitime arrangements
- Overtime or time in lieu is available for work outside normal spread of hours with the prior agreement of the Manager
- Conditions are in accordance with Council's Core Enterprise Agreement covering salaried staff.