



Position Description

Non-supervisory Employees

Position Title	Development Engineer
Section	Development Assessment
Division	Development and Environment
Reports to	Engineering Development Coordinator
Grade	16
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

Assess the engineering aspects of land development and associated activities. |

Position specific responsibilities

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

1. Assess engineering aspects of development applications.
2. Assess Works Certificate applications for subdivision and/or public infrastructure works.
3. Assess Roads Act applications associated with development activity.
4. Assess Subdivision Certificate applications.
5. Assess and administer receipt and release of bond securities associated with land development.
6. Manage construction related issues associated with approvals through works inspections.
7. Provide a high level of customer service and response to customer enquiries related to development engineering.
8. Participation and active contribution to Development Assessment Panel and pre-lodgement meetings as required. |



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

Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



Document Endorsement

Date 12 12 2017

Group Manager Development Assessment

Date 12 12 2017

Director Development and Environment

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 _____