



Position Description

Non-supervisory Employees

Position Title	Stormwater Engineer
Section	Transport and Stormwater Network
Division	Infrastructure
Reports to	Senior Stormwater Engineer
Grade	15
Employment Status (FT/PT/Casual/Temp)	Full Time

Position purpose

To assist the Senior Stormwater Engineer in the planning, modelling and design of Council's stormwater drainage network and providing advice relating to stormwater for all aspects of the land development process and advice relating to stormwater maintenance activities undertaken by Council.



Position specific responsibilities

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

- Co-ordinate the development and updating of stormwater asset inventory, including condition ratings;
- Undertake the planning for the renewal of stormwater assets based on available condition data;
- Identification and listing of non-programmed stormwater 'hot spot' works for future assessment and consideration of funding;
- Provide advice as required to Councils Engineering Development Section on stormwater aspects of Development Applications, Construction Certificates, S68 Approvals, Occupation and Subdivision Certificates;
- Assist in the undertaking of 'into and out-of' defects period inspections of developer contributed assets;
- Receive and respond to Customer Requests referred to the position, including service diagram requests and requests for asset information;
- Assist with the preparation and review of site specific and catchment based stormwater management plans/designs;
- Assist with the management of specialist consultants in the preparation of stormwater studies;
- Assist with the provision of technical advice and guidance to maintenance and construction staff regarding stormwater drainage issues and works as they arise
- Assist with the review of contract documentation and technical specifications prepared for the external engagement of consultants for stormwater investigations and designs as well as for construction works;
- Assist in liaising with relevant staff and the public for stakeholder input during design/investigation works including attendance of Design Review meetings with project staff as required;
- Ensure that appropriate consideration of environmental factors is included in all specific works;
- Assist in the preparation of Reviews of Environmental Factors (REF) and other environmental assessments related to stormwater projects;
- Ensure services are delivered to Council adopted standards, regulations and policies;
- Implement and maintain systems to ensure legislative and statutory compliance with various Acts and Statutes of Law. In particular: WH&S Act + regulations, EPA Act, POEO Act;
- Prioritise tasks, activities and resources based on relevant information in line with organisational objectives and agreed section plans;
- Implement and support the resourcing strategy for the section to ensure the effective delivery of section services;
- Accountable for the assessment and implementation of appropriate controls for risks in accordance with Council's practices.
- Adheres to and promotes the PMHC Values and ethical framework as set out in the Code of Conduct;
- To ensure that any contractor engaged operates in accordance with Council's required safety standards and ensure Work Health and Safety responsibilities under Council policy and legislation are met;
- To promote a positive working relationship with your team;
- Any other related duties as directed.



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 22.09.2017 **Group Manager** Transport and Stormwater Network

Date 29.09.2017 **Director** Acting Director 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 _____