

POSITION DESCRIPTION	
<b>Title:</b>	<b>Subdivision and Development Engineer</b>
<b>Group:</b>	<b>Design</b>
<b>Reports to:</b>	<b>Manager Subdivision Development</b>
<b>Grade:</b>	<b>17-19 (Eligible for Civil Liability Allowance (CLA))</b>
<b>Hours:</b>	<b>35hpw</b>
<b>Vehicle:</b>	<b>Yes – Leaseback Vehicle</b>
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required</b>
<b>National Criminal Check:</b>	<b>Not Required / Required</b>
<b>WCCC Check:</b>	<b>Not Required/ Required</b>
Position Purpose	
<p>To assess and manage the development of new subdivisions as well as assist in the Development Application determination process by providing appropriate professional engineering input and attending to customer enquiries.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Civil or Environmental Engineering.</li> <li>• Post graduate experience in Engineering.</li> <li>• Excellent customer service, negotiation, written and verbal communication skills.</li> <li>• Excellent teamwork and interpersonal skills.</li> <li>• Demonstrated knowledge of Environmental, Work Health &amp; Safety, Anti Discrimination and other relevant legislation</li> <li>• Demonstrated knowledge of the EP&amp;A Act, Local Government Act and Roads Act.</li> <li>• Demonstrated initiative and an innovative approach to tasks.</li> <li>• Ability to use the Microsoft Office suite of software.</li> <li>• Experience in using a quality management system or other business improvement initiatives.</li> <li>• Current drivers license (Class C).</li> </ul>	

**Desirable:**

- Experience in Local Government.
- Proven ability to assess Development, Construction and Subdivision Certificate applications in accordance with legislation and policy.
- Experience in representing Council at Joint Regional Planning Panel meetings.
- Previous experience in the inspection and certification of large (greater than \$10M) scale greenfield subdivisions.
- Supervisory experience.
- Experience in Civil design (road & drainage).
- Experience in contract administration/supervision.
- Ability to use WBNM, ILSAX/DRAINS and HEC-RAS.

**Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Assess complex Development Applications for new subdivisions.
- Provision of accurate and consistent engineering advice to internal and external customers on complex Development Applications.
- Assess and issue construction and subdivision certificates.
- Conduct stage inspections, supervise any corrective actions that may be required and sign off on completed stages.
- Represent Council at Joint Regional Planning Panel meetings.
- Attend pre-lodgement meetings and provide engineering advice where required.
- Provide mentoring and instruction to staff on all aspects of engineering assessment and PCA roles and responsibilities in regards to subdivision construction.
- Provide a high level of support to the Subdivision Development Manager and act in that capacity as required.
- Ensuring subdivision contractor's soil and water management is in compliant with Managing Urban Stormwater: Soils and Construction document.
- Attend to complex enquiries and correspondence in relation to engineering matters relevant to developments.
- Inspect & provide reports on designated Council construction works & building projects for compliance with relevant specifications & standards.
- Exercise delegations where applicable.

- Monitor safety standards compliance.
- Customer Service.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.
- Act in capacity of “other positions” as directed.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council’s Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C’s).

### **Organisational Values**

- Apply and demonstrate Council’s Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability