



POSITION DESCRIPTION

Position Title	Development Engineer
Position Code	1303
Business Unit	Infrastructure Planning & Delivery
Work Group	Assets and Development
Position Classification	Band 7
Effective Date	May 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics, and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To provide development engineering and technical support to the Infrastructure Services Department.

2. Working Relationships

Reports to	Assets and Development Coordinator
Supervisors	Nil

3. Key Responsibilities

- 3.1** Assess development, subdivision applications, plans and planning permit Applications and determine appropriate conditions, as referred to Technical Services for comment and approval.
- 3.2** Check engineering designs and specifications submitted by consultants for compliance with relevant Acts, Regulations, Council policies and the Infrastructure Design Manual (IDM)
- 3.3** Check infrastructure works at hold points for compliance with relevant planning permits.
- 3.4** Assist in the administration of asset protection policy and procedure. Provide assistance in ensuring compliance.
- 3.5** Assist in the implementation of Council's Water Sensitive Urban Design Guidelines and IDM Sustainable Infrastructure Guidelines and ensure compliance.
- 3.6** Assist the Assets and Development Coordinator with the development, implementation and review of policies and procedures for development and planning permit approvals.
- 3.7** NHVR - Administer the National Heavy Vehicles Register on behalf of Council.
- 3.8** Ensure all gifted assets are recorded in Council's Assets Management System accurately on a timely basis.
- 3.9** Undertake other duties or tasks which are reasonably required.
- 3.10** Assist with capital project delivery when required.

4. Core Physical Requirements

- 4.1** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2** Capacity to undertake office-based activities including sitting at desk and using a computer for extended periods.
- 4.3** Capacity to work in an outdoor environment for varying periods of time.
- 4.4** Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for providing technical support and advice on development, design and construction matters.

5.2 Subject to policies and regulations, provide technical advice and guidance to staff, consultants, service authorities, contractors, developers and customers.

5.3 Under the direction of the Assets and Development Coordinator contribute-towards the development of policies regarding council's development approval process.

6. Judgement and Decision Making

6.1 Ability to analyse and solve complex engineering problems using innovative and effective techniques.

6.2 Ability to identify and develop engineering and development related policy options for consideration by the Assets and Development Coordinator.

6.3 Ability to identify community needs and ensure community support for programs, policies and/or works.

6.4 Ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Sound knowledge of design engineering applications for local government infrastructure services including roads, drainage, civil construction and community facilities.

7.1.2 Knowledge of Acts, Regulations and Codes of Practice relevant to local government engineering, construction and development.

7.1.3 Knowledge and understanding of tender and contract documentation and law.

7.1.4 Design, supervision and management of civil engineering works relevant to local government.

7.2 Management Skills

7.2.1 Skills in managing time, setting priorities and planning and organising one's own work and available resources to meet objectives within set timelines.

7.2.2 Ability to work without supervision.

7.2.3 Ability to plan and act strategically with regards to council's long-term objectives.

7.3 Interpersonal Skills

7.3.1 Ability to gain co-operation and assistance from clients and staff to ensure efficient achievement of set objectives.

7.3.2 Developed communication skills both verbal and written.

7.3.3 Ability to relate well to a range of people, particularly with peers internal and external to Council about matters of technical complexity.

7.3.4 Ability to liaise effectively with contractors and developers to discuss council requirements.

7.3.5 Ability to write concise reports in this field of expertise and to prepare appropriate external correspondence.

8. Qualifications and Experience

8.1 An appropriate qualification in Civil Engineering or related field is desirable. Candidates with significant local government engineering/technical experience will be considered.

8.2 Experience in technical design, development approval or subdivision development, preferably in municipal type services, preparation of reports, contract management and administration would be an advantage.

8.3 A current driver's licence.

9. Key Selection Criteria

9.1 A degree in Civil Engineering and/or qualification as a professional engineer enabling admittance to membership of Engineers Australia. Candidates with significant local government engineering/technical experience will be considered.

9.2 Demonstrated experience and knowledge in civil engineering, contract management and administration.

9.3 Knowledge of local government processes for development approval across aspects such as subdivisions, town planning and asset protection policy.

9.4 Highly developed interpersonal and communication skills, particularly with peers about matters of technical complexity.

9.5 Demonstrated time management skills, setting priorities and planning and organising own work.

9.6 Sound knowledge of OH&S, Legislation, Codes of Practice, Acts and Standards applicable to engineering, the development industry, and Local Government.

9.7 Ability to show initiative and develop ways in which to improve business process and procedures for improved efficiency.

Authorised by: Director –

Date:

Employee's Signature:

Date:
