



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Development Engineer
Workgroup	Planning
Reports to	Manager Planning
Classification	TBC
Employee Status	Full-Time
Location	CAC

Primary Position Purpose

The **Development Engineer** is responsible for overseeing new assets that are to be donated to Council through subdivision developments, including the assessment and approval of planning and construction documentation in accordance with Council policies, standards, procedures and relevant regulatory requirements.

The role also assesses and approves larger-scale residential and commercial developments and, where required, provides technical engineering expertise to support the civil design and construction of Council renewal and capital works projects, contributing to the delivery of Council's operational and strategic objectives.

A key responsibility of the position is ensuring that risks associated with asset lifespan, ongoing maintenance costs, environmental performance, private property and other engineering considerations are effectively identified and managed throughout the assessment and approval process.

Skill Based Classification Descriptors

The position is classified as a Level (to be confirmed), the following skill descriptors apply to this level.

Authority & Accountability	
Judgment & Problem Solving	
Specialist Skills & Knowledge	
Management Skills	
Interpersonal Skills	
Qualifications & Experience	

Key Responsibilities

- Ensure the engineering design and specification of subdivisions and larger scale residential and commercial development complies with all applicable standards and policies as well as being best place to serve local constraints and future needs of growth corridors.
- Review the traffic and stormwater impact of new development and ensure that either:
 - Reasonable and appropriate upgrades of stormwater, road or footpath infrastructure is undertaken by developers;
 - Where the upgrade cost is unreasonable, ensure impacts are managed through longer-term financial, asset or management measures.
- Responsible for supervising development that interacts with or involves new Council assets, including to:
 - Assess and condition planning applications and engineering design drawings with appropriate regard to potential impacts of development on Council's existing infrastructure;
 - Require developers to make good any damage incurred during the course of their construction activities;
 - Monitor construction activities and ensure that conditions of consent are complied with and that works are carried out in accordance with Council's specifications & standard drawings;
 - Establish hold points & inspection regimes appropriate to the development;
 - Undertake inspections relating to road pavements, kerbs, footpaths, driveways and stormwater infrastructure including inspection of pipelines, inspection pits and subgrade preparation, kerb/footpath/driveway bases prior to concrete pours and proof rolling of pavement layers;
 - Practical Completion inspection and Final inspection as required.
- Work with internal and external stakeholders to development options and solutions for technical problems that may arise through civil construction projects.
- Proactive monitor and inspect of unapproved works to Council assets or within road reserves and coordinate appropriate compliance action.
- Approve and inspect vehicle crossing applications and other works in road reserves.
- Participate in Council's Development Assessment Group meeting for the provision of referrals, advice and conditions on planning permit applications.
- Provide advice and input into Council's own civil construction works.
- Review, prepare or manage associated Council policies and procedures including infrastructure bonds including implementation of a new works in road reserves permitting system.
- Respond to customer requests related to engineering matters associated with new development.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences

Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Works Managers and Works Supervisors	Work in partnership with the Works Department to ensure delivery of effective customer service and provide assistance in relation to maintenance and construction projects.
Planning Department	Attend DAGS meetings and advise the Planning Section of development engineering consent requirements
External	

People who live, work, or visit Sorell

Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Commonwealth & State Depts., Contractors, Consultants, Regulatory Authorities	This position provides information and guidance to external bodies, makes technical decisions necessary on design projects and contracts works in consultation with the Works Manager.
Developers and Builders	Pre-lodgement meetings and other enquiries
Subcontractors, Suppliers and Subcontractor	Management of subcontractors, suppliers and subcontractor variation approvals for allocated projects

Resources and Budgets

Direct Reports	NIL	Financial Delegation & Reporting	In accordance with Council Policies and Procedures
Indirect Reports	NIL	Statutory Appointments	In accordance with Council Policies and Procedures
Total	NIL	Delegations	In accordance with Council Policies and Procedures

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Diploma or Bachelor's Degree in Civil Engineering and/or extensive experience in civil construction supervision or civil design.
- Ability to interpret, diligently review and apply engineering design drawings, codes and standards in relation to roads and stormwater assets.
- Ability to review traffic safety and network efficiency aspects on development proposals.
- Ability to work autonomously, exercising discretion and applying analytic reasoning and innovation in the resolution of complex issues.
- Sound written and oral communication skills suitable for a broad range of stakeholders.
- Drivers licence.
- Construction white card.

Desirable:

- Relevant experience in local government.
- Experience with relevant software such as Geographic Information Systems, AutoCAD, MUSIC or DRAINS.
- Experience in stormwater design or modelling.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	