

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</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Vehicle:</b>	<b>Yes</b>
Position Purpose	
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.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	

**Essential:**

- Degree qualifications in Civil or Environmental Engineering
- A minimum of 12 months post graduate experience in Engineering
- Excellent written and verbal communication skills
- An understanding of the Environmental Planning & Assessment Act and Roads Act
- Ability to work as part of a team and a commitment to customer service
- Demonstrated initiative and an innovative approach to tasks
- Experience in using a quality management system or other business improvement initiatives
- Ability to use the Microsoft Office suite of software
- Current driver's licence (class C)

**Desirable:**

- Experience in the assessment of development applications
- Experience in Local Government
- 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 Development Applications for new subdivision
- Provide engineering advice on 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
- Attend to general 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

#### **General administrative duties**

#### **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.

#### **Organisational Values**

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.