

Position Description

Technical Officer – Development Engineering



Current Incumbent:	
Position number:	278-1
Department:	Infrastructure Planning and Design
Directorate:	Infrastructure
Classification:	Within Band 5 or 6 of the Moira Shire EA
Award:	<i>Victorian Local Authorities Award 2001</i>

Role Purpose and Objectives

This position is suited to a Civil Engineering technician who has worked within a related area or looking to develop their skills within the development engineering area. The purpose of this role is to:

- Ensure that the standard and quality of developed infrastructure is consistent with approved plans, adopted standards and statutory requirements.
- Provide technical, administrative and development support within the infrastructure engineering team.

Organisational Relationships

Reports to:	Coordinator Development Engineering
Supervises / Manages:	Nil
Internal Liaisons:	All other Council Staff
External Liaisons:	Members of the Public Developers, Contractors and Consultants Road and Water Management Authorities Utility Companies

Key Responsibilities and Functions

- As directed, ensure that all construction Hold Points and Infrastructure Design Manual standards are achieved and signed off as required for Planning Permits, Subdivisions, and Developments.
- Assist in the examination and provision of comments on design submissions and specifications in relation to set standards by external consultants, contractors and developers.
- As directed, administer aspects of relevant Planning Permit Applications.
- Undertake construction site inspections to ensure Council's specifications and standards are being met.
- Investigate customer requests and recommend appropriate action.
- Maintain standards in line with current practice, technology development, environmental considerations and community expectations.
- Maintain strict confidentiality in any matter which may affect Council's ability to negotiate effectively with contractors or developers.
- Other duties as may be directed from time to time.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

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Position Descriptors

Accountability and Extent of Authority

- Accountable to the Coordinator Development Engineering.
- Provide supervisory inspections of developments and subdivisions, with completion of documentation records that show required standards and hold points have been successfully met in accordance with construction plans and the Infrastructure Design Manual.
- Implementation of decisions and actions within established guidelines.
- Subject to policies, regulations and general supervision from senior staff, provide technical support/advice and guidance to consultants, service authorities, contractors, developers and the community.
- Exercise of discretion as to how tasks are performed with the aim of improving existing process, day to day functions, and procedures to the benefit of the team and Council
- Prompt and timely site assessment and recording of development hold points and Infrastructure Design Manual requirements to ensure quality infrastructure is being delivered.
- Prompt and timely attendance to administrative requirements associated with this position, and as required within the team.
- Subject to policies, regulations and general supervision from senior staff, administration of assessment and review of design documentation for development works.
- Ensuring risk management tasks are completed in accordance with Council's Risk Management Strategy.

Judgement and Decision Making

- On-Site inspection of developments to provide proofing, verification, and recording that civil infrastructure hold points and Infrastructure Design Standards have been met.
- Recommendation of approval and acceptance of completed development civil works in accord with documented requirements.
- Provide administrative review of proposed developments where directed.
- Liaise with external and internal stakeholders as required to successfully resolve customer request queries.

Specialist Skills and Knowledge

- Knowledge of and ability to interpret relevant and applicable codes of practice and legislation.
- Knowledge of and ability to interpret detailed engineering drawings.
- Knowledge of hold point verification and on-site inspection requirements associated with civil works and the Infrastructure Design Manual, and the ability to complete inspection, verification, approval, and recording of quality status of these requirements.
- Knowledge of planning and subdivision approval procedures.
- Sound knowledge of infrastructure design (pavements and drainage).
- Sound knowledge of construction methods and practices for infrastructure.
- Sound knowledge of storm water management principles and techniques including an awareness of environmental issues.
- Advanced computer skills.
- Understanding of the implementation / management of Occupational Health and Safety procedures.
- An understanding of the legal, regulatory and political environment in which Municipal Councils operate.
- Sound knowledge of regulations, standards and authority requirements relative to infrastructure design and traffic management.

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Management Skills

- Well developed time management skills.
- Well developed planning skills, including the ability to set priorities, with planning and organisation of tasks to meet timelines.
- Ability to achieve specific objectives within set timetables despite conflicting pressures.
- Ensure provision for safe working environment for personnel and works.

Interpersonal Skills

- Ability to provide effective communication and liaison with all staff, contractors, customers and the community, both orally and in writing.
- Ability to establish and maintain good working relationship with contractors and developers that enable timely inspection, recording and completion of developments in accord with established standards.

Key Selection Criteria

- Sound knowledge of civil engineering design and construction requirements relating to urban and rural road works, storm water drainage, traffic facilities, the Infrastructure Design Manual, and environmental requirements.
- An understanding of relevant Codes, Standards, regulations and civil construction requirements and how they are applied in this position.
- Well-developed oral and written communication skills.
- Ability to problem-solve as required.
- Ability to meet deadlines and manage time effectively.
- Demonstrated desire to learn and further develop skills through short courses and on the job training.
- Ability to work collaboratively within a team environment.

Essential qualifications and experience

- Sound knowledge of engineering design and construction requirements relating to urban and rural road works, storm water drainage, traffic facilities, and the Infrastructure Design Manual.
- Ability to undertake site inspections of civil related works to ensure compliance with appropriate standards are maintained for Council Planning Permit and Development work.
- Ability to communicate well with Contractors, Developers, the Community and Council, with good written communication and record keeping skills.

Desirable:

- An appropriate Technical and Further Education qualification in Civil Engineering or related field, or other higher qualification at a recognised tertiary institution is desirable.
- Good understanding of local government operational environment, and the demonstrated development of good working relationships with Contractors, Developers and other staff.

Licenses and mandatory requirements

- White Card or Construction Card.
 - Current Drivers License.
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Key Selection Criteria

Inherent physical requirements

- High
 - Extended periods of sitting and computer use
- Medium
 - Fieldwork including site inspections and visits
- Low
 - Bending and lifting
 - Managing priorities

Core Competencies (As defined in the Moira Core Competency Framework)

Moirai Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise 	Tier E Tier E
 Honesty	<ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability 	Tier E Tier E
 Accountability	<ul style="list-style-type: none"> • Demonstrate accountability • Deliver results 	Tier E Tier E
 Teamwork	<ul style="list-style-type: none"> • Create, innovate and solve problems • Work together 	Tier E Tier E
 Integrity	<ul style="list-style-type: none"> • Manage self • Act with integrity 	Tier E Tier E
 Safety	<ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing 	Tier 1
 People Leadership	<ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose 	- - - -

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.
- Show duty of care responsibilities towards others.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.
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[Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

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