

Role Charter

POSITION:	SENIOR SUBDIVISION & DEVELOPMENT ENGINEER
Reports to:	Coordinator Subdivision & Development Engineering
Accountable to	Manager Development & Compliance
Directorate:	City Planning
Date revised:	January 2021

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To provide senior level subdivision and development engineering expertise and advice for the organisation in assessing and inspecting more complex developments and subdivisions in accordance with development control plans, codes and policies.

To undertake approval of engineering plans and accepting constructed roads, drainage and recreation assets on behalf of the organisation and provide guidance and mentoring to the team and internal stakeholders.

Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

Management

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

Manage operations

- Support the Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

Manage relationships

- Act as the primary link between the Manager and the staff of the team.
- Participate in nominated cross organisational teams.
- Establish and maintain productive relationships.

Manage performance

- Have input into business plans for the section for integration with Council's Strategic Planning.

- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

Core Accountabilities

1. Assessment and conditioning of Development Applications for development and issuing construction certificates/subdivision works certificates at medium-complex level.
2. Assessment of medium-complex level development applications for subdivisions in accordance with the Environmental Planning and Assessment Act 1979 or its successor.
3. Construction approvals for developer works including subdivision engineering plans and Roads Act approvals to the organisation's standards, for road, drainage and detention basins, traffic facilities, recreation facilities and the transport network.
4. Construction certification including undertaking field inspections of subdivision construction to ensure compliance with the organisation's and industry standards, to verify suitability of constructed pavement during all stages of construction.
5. Undertake administration of works sign-off, any bond administration and handover of public assets.
6. Supervise the execution of performance criteria in construction contracts as required, including acting as Superintendent or Superintendent's Representative. Ensure projects are carried out in accordance with the approved design plans, budget allocations and time constraints whilst adhering to safety and environmental codes.
7. Assist a diverse range of clients, with a demonstrated commitment to customer service, in relation to more complex enquiries and service requests from the public.
8. Maintaining productive relationships with significant stakeholders.
9. Provide high-level technical advice, guidance and mentoring to the team and internal stakeholders as required.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Degree in Civil Engineering or related discipline or equivalent experience and education/training relevant to the role.
2. Eligibility for admission as a Chartered Engineer in the occupation category of Professional Engineer of Engineers Australia and be eligible for Registered Engineer status.
3. Contemporary expert level industry knowledge and extensive experience in all aspects of subdivision construction and development engineering including road and drainage design, infrastructure design, consultant management and contract management in a position accountable for the timely and cost-effective delivery of projects.

4. Demonstrated high-expert level experience in
 - Assessment and approval of engineering plans
 - Assessment of development applications
 - Subdivision and design principles as well as subdivision and development construction
 - Supervision of subdivision and development construction
 - Pavement construction and material properties
 - Erosion and sedimentation control
 - Drainage and detention basins
 - Administration of developer bonds such as works maintenance bonds or outstanding works bonds
5. Proven ability to work autonomously at a senior level whilst contributing to team goals and provide mentoring and guidance to others.
6. Experience to foster effective links and create cooperative working relationships with internal and external stakeholders including contractors and public sector partners.
7. Contemporary negotiation and conflict resolution experience in the resolution of complex problems and issues and to manage conflicting demands in a high pressure, deadline driven environment.

Desirable Criteria

1. Knowledge of Structural design and Quality assurance principles, and their application to relevant legislation including Local Government Act, Roads Act and EP&A Act as they relate to engineering function.
2. Current certification in:
3. Implement Traffic Control Plans / Apply Traffic Control Plans or equivalent
4. Prepare a Workzone Traffic Management Plan / Select/Modify Traffic Control Plans or equivalent
5. Knowledge and use of GIS.
6. Knowledge and use of Traffic (preferably SIDRA) and stormwater engineering software (preferably Drains) applications.
7. Project management experience.

Date:

Agreed:

Employee Name

Employee signature