

Role Charter

POSITION:	SUBDIVISION & DEVELOPMENT ENGINEER
Reports to:	Coordinator Subdivision & Development Engineering
Accountable to	Manager Engineering & Design
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 professional advice regarding subdivision and development engineering matters and undertake assessment and inspection of developments and subdivisions in accordance with development control plans, codes and policies.

To undertake approval of engineering plans and acceptance of constructed roads, drainage and recreation assets on behalf of the organisation.

Core Accountabilities

1. Assessment and conditioning of Development Applications for development and issuing construction certificates/subdivision works certificates.

2. Assessment of 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. 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.
6. Assisting a diverse range of clients, with a demonstrated commitment to customer service, in relation to enquiries and service requests from the public.
7. Maintaining productive relationships with significant stakeholders.

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 Member, Chartered Engineer in the occupation category of Professional Engineer of Engineers Australia.
3. Contemporary industry knowledge and 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 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

5. Proven ability to work productively as a member of a team and contribute to team goals.
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 to manage conflicting demands in a high pressure, deadline driven environment.
8. Current class C driver's licence.

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:
 - Implement Traffic Control Plans / Apply Traffic Control Plans or equivalent
 - Prepare a Workzone Traffic Management Plan / Select/Modify Traffic Control Plans or equivalent
3. Knowledge and use of GIS.
4. Knowledge and use of Traffic (preferably SIDRA) and stormwater engineering software (preferably Drains) applications.

Date:

Agreed:

Employee Name

Employee signature