

# Position Description

<b>Position Title</b>	Development and Environment Engineer
<b>Directorate</b>	Planning, Environment and Corporate Services
<b>Department</b>	Planning and Development
<b>Classification Level</b>	Level 7-8 (Division 2 - Section 1)
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
<b>Agreement</b>	Southern Downs Regional Council Certified Agreement 2011–2014 (as amended or replaced)

## Position Objective

Contributes to the effective and efficient operation of the Planning, Environment and Corporate Services Directorate by providing engineering support and technical advice in development assessment and environmental engineering initiatives and projects.

## Organisational Relationships

Reports to the Director Planning, Environment and Corporate Services.

### Internal Liaison

- Directors and Managers
- Employees across the organisation
- Works closely with the Engineering Services Directorate

### External Liaison

- General public
- Consultants, Developers, Contractors & Representatives
- Business, Government & Statutory Authorities

## Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Assist the Director Planning, Environment and Corporate Services in all engineering matters relating to development assessment and operational works, as set out in the applicable legislation including Local Laws, the Planning Scheme, and other laws and legislation.
- Review, assess, and make recommendations on development engineering matters relating to development and operational works proposals and applications.
- Review, assess, and decide or make recommendations on operational works applications within timeframes and according to delegations.

- Manage, plan, organise, coordinate, monitor and evaluate engineering requirements within the planning and development assessment environment.
  - Provide advice and implement changes on environmental engineering and environmental sustainability within Council.
  - Assist in the submission of applications for funding of projects and activities to improve Council's environmental performance and to manage the delivery of these projects.
  - Report on issues and activities in a timely manner that may influence Council operations or relations with Council's customers.
  - Provide engineering advice to Engineering Services in relation to development applications (roads, drainage, flooding, traffic), including the design of development proposals where required.
  - Develop strategies and assist in promoting Council's role and reputation within the community in development assessment and environmental engineering and sustainability.
  - Assist in the development and implementation of policies and procedures within the Planning, Environment and Corporate Services Directorate.
  - Other duties as directed by the supervisor.
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### **Training**

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- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
  - The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.
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### **Work Health & Safety Responsibilities**

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- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
  - Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.
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### **Organisational Responsibilities**

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- Comply with the requirements of Council policies and procedures as amended from time to time.
  - Ensure complete and accurate records are captured, created and maintained.
  - Deliver high quality customer service within the organisation and to the public.
  - Ensure the security and appropriate intended use of Council information at all times.
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### **Extent of Authority**

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- The supervisor monitors agreed work outcomes.
  - This role is free to act within legislative and policy guidelines, though advice on complex or unusual matters is available from the supervisor.
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### **Selection Criteria**

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#### **Qualifications/ Licences – Mandatory**

- Possession of a current open "C" class licence (Car).
- Possession of an Occupational Health and Safety Construction Induction Card ("White Card") or the ability to obtain prior to commencement.
- Relevant engineering qualification of at least degree level.
- Eligible for membership of RPEQ.

### **Key Selection Criteria – Essential**

1. Previous experience in reviewing civil engineering design (stormwater, roads, water and sewerage) and proposals especially within a Local government environment.
2. High level of experience in dealing with civil engineering matters during the pre-construction, construction and on maintenance periods for operational works.
3. Thorough understanding of the development process and environmental engineering, and the importance of completing projects within timeframes.
4. Thorough knowledge of and experience in applying legislation, policies or procedures relevant to development and environmental engineering
5. Comprehensive experience in problem solving and negotiation skills when dealing with the public, applicants, developers and officials.
6. Highly developed interpersonal skills to enable effective communication with the public, applicants, developers and officials.
7. Knowledge of work health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

### **Key Selection Criteria – Desirable**

1. Post graduate qualifications in environment or thorough knowledge and experience in environmental engineering or a related field.
2. Experience and interest in local government operations.