



## Position Description and Performance Agreement

### Subdivision and Development Engineer

<b>Position No:</b>	CP043SU
<b>Position Classification:</b>	Grade 19
<b>Status:</b>	Full time – 35 hours pw
<b>Position Revised on:</b>	May 2014
<b>Position Written by:</b>	Manager Development Services
<b>Division:</b>	City Planning
<b>Branch:</b>	Development Services
<b>Reports to:</b>	Town Planning Co-ordinator
<b>Incumbent:</b>	
<b>Start Date:</b>	
<b>Special Conditions:</b>	3.5% Civil Liability Allowance - this position attracts the 3.5% Civil Liability Allowance payable to Engineering professionals directly involved in applying engineering principles to the Asset Management of council assets, including the planning for designing, maintaining, replacing, rehabilitating or disposing of assets which may give rise to liability under the Civil Liability Act 2002.

#### 1 POSITION CRITERIA

##### 1.1 Essential academic qualifications:

- Degree in Civil Engineering acceptable for membership to the Institute of Engineers Australia

##### 1.2 Desirable academic qualifications:

- Post graduate qualifications in a planning related field

##### 1.3 Essential Licences and/or Certificates:

- Class C Licence

##### 1.4 Other Requirements/Experience:

- Extensive experience in design and all areas of development
- Comprehensive knowledge of the Environment Planning & Assessment Act 1979 and Local Government Act 1993 and associated legislation and regulations
- Demonstrated computer skills (mainframe and PC based software programs)
- Experience as witness in Court



## 1.5 Personal Attributes:

- High level of written and verbal communication and interpersonal skills
- Well developed skills in report writing
- Well developed skills in negotiation and problem solving
- Demonstrated ability to meet deadlines and processing times
- Demonstrated computer skills
- Commitment to quality customer service

## 2 OBJECTIVES OF POSITION

- 2.1 To provide investigation and design for Councils engineering work and to ensure that the necessary engineering plans are provided by Developers in conjunction with subdivision and development applications

## 3 KEY ACCOUNTABILITIES

- 3.1 Schedule, investigate and design work for annual works program
- 3.2 Provide engineering input in relation to all subdivision and development applications
- 3.3 Communication of Council's requirements to developers
- 3.4 Liaise with the public, Developers and Government Departments to resolve conflicts or complains in relation to engineering works on subdivision and development and design aspects of Council works.

## 4 SCHEDULE OF DUTIES

- 4.1 Provide engineering requirements for subdivisions and developments
- 4.2 Monitor and supervise checking of engineering designs and supervision of works for subdivisions and developments
- 4.3 Prepare reports to Council on engineering matters relating to design, subdivisions and developments
- 4.4 Prepare correspondence related to general enquiries an flooding
- 4.5 Assist in the preparation of subdivision advice certificates for release
- 4.6 Educate staff and community

## 5 OUTPUT MEASURES

- 5.1 Development and subdivision application approvals meet all statutory requirements
- 5.2 Rezoning applications are processed in accordance with the requirements of the EP&A Act and associated regulations.
- 5.3 Council's requirements are clearly communicated to developers
- 5.4 Consultation is undertaken as required
- 5.5 Preparation of evidence & presentation before the Land and Environment Court
- 5.6 Review and revision of codes and policies is undertaken as required
- 5.7 Reports to Council and other committees are prepared in the appropriate format and are professionally presented and easily understood
- 5.8 Negotiations with developers that require decision outside adopted Council policies and delegations are reported to council for approval where required
- 5.9 Council's legal advisors are adequately and professionally briefed
- 5.10 Engineering works satisfy Council's published standards and specifications
- 5.11 Subdivisions are completed in accordance with approvals and specifications



## 6 W H & S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

## 7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

## 8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

## 9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

## 10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Management Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

**This Position Description will be reviewed annually in line with Council's adopted Management Plan. Key result areas and performance measures may change depending on the priorities identified in the Management Plan.**

Employee  Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager  Date

### Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.