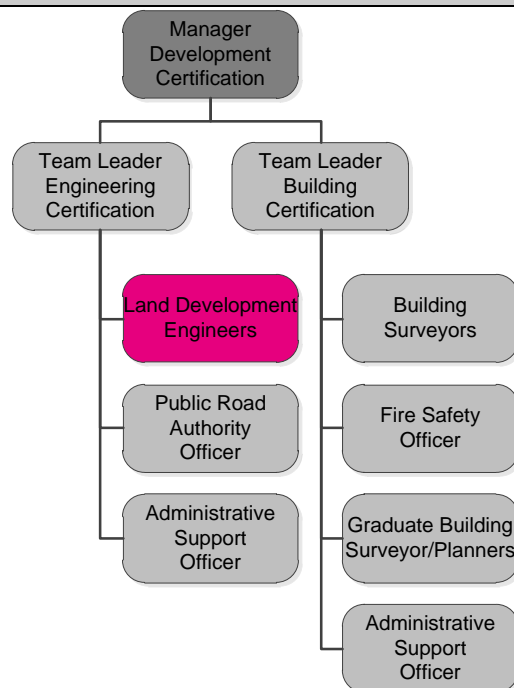


## POSITION DESCRIPTION

<b>Position Title</b>	Land Development Engineer
<b>Position Number</b>	44157
<b>Division</b>	Planning & Environmental Services
<b>Branch</b>	Development Certification
<b>Grade</b>	15 - 17
<b>Special Requirements</b>	Drivers licence
<b>Physical and Environmental Demands</b>	Ability to carry out inspections and carry out field work
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Actively Managing Camden's Growth

### Reporting Structure



### Position Purpose

To contribute to actively managing the growth of the LGA through effective development control.

## Key Result Areas

- **Development applications and inspections**
- **Policy and procedures**
- **Customer service**
- **Branch activities**
- **Corporate Core Values**

## Key Duties & Responsibilities

### Development applications and inspections

- Assess, approve and recommend approval of development approvals and certificates pursuant to the EPA Act, LG Act and Roads Act.
- Carry out subdivision certification services and the role of Principal Certifier on behalf of Council.
- Assist and provide advice on approval matters, including the Development applications.
- Prepare policy relating to the approvals process.
- Monitor development control to ensure compliance with consent.
- Provide an efficient inspection service development works.
- Evaluate proposed infrastructure including roads, stormwater, drainage, thresholds, cycle ways.
- Assess, administer and release bonds for engineering works.
- Evaluate and check plans and supporting documents for compliance. Undertake urban stormwater calculations, road pavement design, road geometry design and the civil engineering design relating to developments and subdivisions.
- Provide input into Council's engineering subdivision design and construction specifications.
- Monitor past experience, design and construction methods.
- Inspect sites to ensure environmental requirements are being achieved and environmental standards are appropriate.

### Policy and procedures

- Work cooperatively with the Team to review, improve and integrate processes and procedures to appropriate development standards.
- Maintain current knowledge of legislative and policy and procedures that impact on the development process.

### Customer service

- Ensure that decisions are in accordance with sound professional practice and within delegated authority.
- Communicate and liaise with key stakeholders.
- Enhance customer service.

### Branch activities

- Inspect sites to ensure environmental requirements are being achieved and environmental standards are appropriate.
- Extra duties as required by the Manager Certification.
- Ensure effective, efficient and consistent outcomes are achieved
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

### Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

### WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

### Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Essential and Desirable Criteria

#### Essential

- Tertiary qualifications in civil engineering, acceptable as corporate member to the Institute of Engineers, Australia.
- Good understanding of urban design including stormwater, on-site detentions, bio-retention basins, roads, transport and environmental practice.
- Demonstrated experience in the assessment of engineering plans relating to roads and drainage construction
- Strong customer/community service focus
- Demonstrated experience in the inspection of construction works
- Excellent communication skills, written and oral and the ability with an ability to relate well to internal and external customers and the community
- Capacity to make decisions in circumstances where there are competing needs
- High level negotiation and dispute resolution skills
- Ability to work in a team environment.

#### Desirable

- Broad and specific understanding of EPA Act, Local Government Act, and Roads Act.
- Ability to write reports on various proposals.
- Current WHS General Induction Certificate (White Card).

**Prepared By**

Team Leader Engineering Certification

**Date Prepared**

August 2021

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	