



**Brighton
Council**

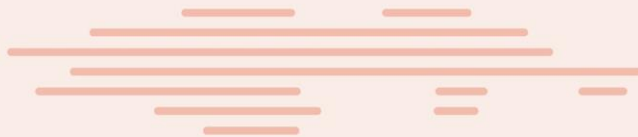
Position Profile

Development Engineer



JANUARY 2024

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Development Engineer

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 14.5% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Free on-site parking
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Asset Services Team the position is responsible for providing a professional range of customer focused and engineering services associated with Council's statutory responsibilities.

1. Demonstrated experience with engineering review and assessment, setting conditions, inspections and administration of subdivisions and other developments.
2. Proven communication, interpersonal and customer service skills, with the ability to work with multiple stakeholders in the provisions of delivery a solutions-based outcome(s).
3. Well-developed computer literacy including Microsoft Word and Excel.
4. Ability to work in a team environment to manage work to achieve group outcomes.
5. Able to meet competing deadlines with the ability to set priorities, working with minimal supervision.

Essential

Tertiary qualifications in Engineering or a relevant discipline is preferred, with a minimum of 3 years' experience in a similar position and must possess a current driver's licence.

Desirable

1. Experience in Local Government or public works.
 2. Demonstrated understanding of all legislation and regulations relevant to engineering in Local Government.
 3. Engineering design and drafting experience.
 4. Familiar with GIS, GPS, surveying equipment and practices and CAD
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Duty Statement – Development Engineer

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of the position can be negotiated with the successful applicant. A typical working day is Monday to Friday, 8.15am to 4.45pm (30 minutes lunch).
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 25 February 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Development Engineer

Job Description

Position title:	Development Engineer
Position No:	480
Department:	Asset Services
Program:	Asset Services

Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Technical Officer
Level:	Level 4-5 (dependent on qualifications and experience)

Position Objective

Responsible for undertaking roles of the Asset Services Department in relation to development applications, subdivision applications and engineering construction of subdivision and development.

Provide technical support to forward plan the development of roads, bridges and drainage, to ensure service continuity, reliability, improved quality and provision for future growth.

Actively participate as a team member in the Asset Services Department, performing all responsibilities and duties efficiently and effectively, and draw upon advice and guidance from the Director Asset Services and other officers within the Asset Services Department where appropriate.

Brighton Council has a resource sharing arrangement with other Councils where officers from within the Asset Services Department, including this position, may be required to work for periods of time on projects and issues for the other Councils.

Key Responsibilities

- Provide engineering review and assessment, setting conditions, inspections and administration of subdivisions and other developments
 - Assist in interviewing and responding to general public enquires and complaints made in person or by written or telephone communications; answering as many enquires as possible without reference to the Director or other officers within the Asset Services Department.
 - Compile written reports and correspondence for signature by the Director on various matters as requested. These reports and correspondence may require researching of files, gathering information from other staff members and consultation outside of Council.
 - Investigate/resolve traffic management issues including liaison with the Department of State Growth as required.
 - Provide operational support to field staff in technical matters.
 - Manage works as identified in the Capital Works Program as required.
 - Formulation/modification and implementation of Standards, Specifications, Procedures and Policies relating to the Asset Services Department.
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- Collect and record data, to assist with engineering design, forward planning and asset management.
- Participate in asset management for Council's infrastructure including condition assessment, programmed maintenance and life cycle planning.
- Operate Council's GPS and assist with the management of Council's GIS systems.
- Undertake and manage the design of roads, bridges and drainage, to ensure service continuity, reliability, improved quality and provision for future growth.
- The Technical Officer may be required by the Director Asset Services to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation, but which may not be specifically designated within the scope of this position description.

Organisational Relationship

Report to:	Director Asset Services for tasks related to the Asset Services Department
Supervises:	As directed by the Director Asset Services
Internal liaisons:	Director Asset Services, Director Corporate Services, Senior Management Team, Corporate Services staff, other staff, and Councillors.
External liaisons:	General Public; Government Departments and agencies; Statutory Authorities, and other Council's; Community organisations; Local Business; Professional organisations; Solicitors, Engineers, and Surveyors; Suppliers of goods and services etc

Accountability and extent of Authority

Accountability

- Accountable to the Director Asset Services for the efficient performance of all aspects of the position.
- Responsible for ensuring subdivisions and developments are completed to Council standards and legislative requirements.
- Responsible for ensuring projects are completed on time and within estimated expenditure limits.
- Accountable for accuracy of specialist information provided to General Manager, Senior Management Team, other staff and external customers.

Judgement And Decision Making

- The management of those functions as agreed by the Director Asset Services and limited only by such powers and delegations that may be relevant from time to time.

Extent of Authority

Money	In accordance with Policy 1.12 – Purchasing Officer (C) authority limits.
Staff	As directed by the Director Asset Services
External correspondence	Preparation of correspondence for signature by the Director Asset Services.
Council reports	Preparation of reports for signature by the Director Asset Services.

Specialist Skills and Knowledge

- An understanding of the role and function of the position and the Department's objectives within the organisation.
- Knowledge of various provisions of the Local Government Act and other relevant Acts.
- Knowledge of various Council By-laws relevant to the Asset Services Department.
- Knowledge of statutes, procedures and guidelines applicable to the Department.
- Ability to assess and meet the demands of changing priorities.
- Ability to operate surveying equipment.
- Knowledge of Municipal Engineering design and contracts practices.
- Computer literate and ability to use computer aided design, geographic information system software, civil engineering software, standards and databases.
- Commitment to providing quality services for minimum cost.

Management Skills

- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Achievement of results within set time frames against conflicting priorities.
- Financial skills, including cost and quantity estimating.
- Ability to monitor and achieve budget targets.
- Ability to motivate staff in a supportive manner.
- Public relations and conflict avoidance and resolution skills.
- Negotiation skills
- Ability to manage time, set priorities, plan and organise one's work, to meet set objectives both internal and external of the organisation.
- Good understanding of management practices and personnel practices related to Workplace Health and Safety and processes in local government.
- Ability to gain co-operation from all levels of staff.

Interpersonal Skills

- High level of written communication skills.
- High level of oral skills.
- Team oriented and customer service approach.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- Ability to write reports and prepare external and internal correspondence.

Qualifications And Experience

- Experience in Local Government development engineering activities is highly desirable.
 - Experience in Local Government design, maintenance and construction activities is highly desirable.
 - Current driver's licence.
 - Must be familiar with use of survey and GPS equipment, computer aided design, geographic information system software, Civil Engineering software, spreadsheets and databases.
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- Computer literate, Surveying literate and Engineering literate.

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
- Adhere to and assist in the continuous improvement of Council's risk management systems.

Job Environment

Present occupant: Vacant

Hours of employment: Full-Time or Part-Time - To be negotiated.

Hours are 8.15am to 4.45pm (30 minutes for lunch), allowing for a 19-day month, flexibility of hours may be negotiated to a 9-day fortnight.

Leave entitlements: In accordance with Councils Enterprise Agreement

Job Description Approval

Job analyst: Callum Pearce-Rasmussen

Date analysed: January 2024

Approved by: General Manager

Date approved: January 2024
