POSITION DESCRIPTION

Graduate Civil Engineer
(POS2027)

Directorate:	Planning & Compliance	**Department:**	Development Assessment		
Position Grade:	10	**Reports to:**	Coordinator Land Development		
Last review:	May 2022	**Next review:**	May 2024	**Version No.:**	3.0

Position purpose:

To assist and gain experience in:

- Providing engineering input and advice for Development Application assessments and the processing of Subdivision Certificates, Subdivision Works Certificates, Section 138 Roads Act and Section 68 Local Government Act approvals.
- Overseeing the design and construction of developments ensuring compliance with Development Application approvals.

Key accountabilities/responsibilities:

Responsible for:

1) Assist Senior Land Development Engineers and Land Development Engineers in:
   - Providing engineering input in the general aspects of Development Applications.
   - Assessing developments for the issue of Subdivision Works Certificates, Subdivision Certificates, Section 138 Roads Act and Section 68 Local Government Act approvals.
   - Assessing engineering plans for compliance with Council's design and construction specifications.
   - Carrying out of compliance inspections and oversee civil construction works for developments.
   - Providing general engineering advice to internal departments within Council, developers and the general public.
   - Processing of engineering and administration matters for Subdivision Certificates/Plans prior to their release from Council.
2) Sound time management and organisational skills, with demonstrated experience in managing competing priorities.
3) Meeting the needs of customers (internal and external), to project and promote the image of Council as an efficient, competent, and courteous organisation.
4) Ensuring internal and external stakeholders' expectations are met through prompt, courteous and accurate handling of enquiries.
5) Facilitating the resolution of customer enquiries/complaints in a tactful, courteous, and effective manner.
6) Ensuring that all enquiries are answered in a timely manner, as per Council's policies.
7) Recognising the importance of, and contribute to teamwork through cooperation, communication, sharing of relevant information, and provision of responsive accurate advice across the Development Assessment department and Council.
8) Sound time management and organisational skills, with demonstrated experience in managing competing priorities, levels, and volumes of work.
9) Receiving customer feedback on the delivery of Council's development services.
10) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks, and issues to Coordinator Land Development in a timely manner.
11) Ability to work flexible hours to achieve and complete required tasks.
12) Acting in the capacity of Land Development Engineer as required.
13) Other duties within the limited skills and competent levels as directed by the Coordinator Land Development.

Decisions made in the position:

1) This position has no formal delegation of authority.

Decisions referred:

1) Engineering matters relating to Development Applications, Subdivision Works Certificates and Subdivision Certificates, Section 138 Roads Act and Section 68 Local Government Act Approvals.

Key issues/challenges:

1) To operate effectively and efficiently within limited time periods.
2) Meeting the requirements of both external and internal clients.

3) Keeping abreast of changes to relevant Acts and Policies and changing practices to accommodate these changes as directed by the Coordinator Land Development.
4) Diligence in assessments and inspections undertaken.
5) Developing and maintaining key partnerships with stakeholders.
6) Helping to create and maintain an enthusiastic and cohesive team approach.
7) Providing appropriate communication through Council.

Key working relationships:

Internal

- Coordinator Land Development.
- Staff within Land Development Engineering Team.
- Staff within Development Assessment Team.
- Referral staff within other Departments.
- Customer Liaison Officers.
- Other Council Staff.

External

- Government Agencies.
- Development Industry.
- Business and Community Groups.
- Residents.
- Individual Applicants.
- Various Professional Consultants.

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA
Qualifications/Licences
• Diploma or Degree qualifications in Civil Engineering and/or nearing completion (final year) or related discipline. • Current Class C Drivers Licence. • SafeWork NSW WHS White Card or willingness to obtain.
Experience
• Understanding the function of government bodies including Transport for NSW (TfNSW), Department of Planning and Environment (DPE), NSW Office of Water, National Parks & Wildlife Service (NPWS) and Urban Growth. • The ability to work with accuracy and attention to detail. • The ability to work with limited supervision and meet deadlines. • Experience and ability to work in a team environment. • Demonstrate ability to develop analytical program and schedules, possess creative problem-solving skills and make sound judgement decisions.
Knowledge and Skills
• Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity. • Excellent written and verbal communication skills and excellent presentation skills. • Understanding the role of customer service in the Local Government environment. • Civil Engineering standards and specifications. • Local Government operations, processes, and administrative procedures. • Principles of Total Quality Management. • Principles and application of Risk Management. • Understanding of traffic management. • An understanding of land development, and the subdivision process. • Demonstrated general computer skills and ability to use Microsoft applications including Word, Excel and Powerpoint. • Effective time management skills.
DESIRABLE CRITERIA
Qualifications/Licences/Experience/Knowledge and Skills
• Keep abreast of engineering practices, Australian Standards, Guidelines and Codes of Practices and Procedures • Ability to understand Council's Local Environmental Plans, Development Control Plans, Specifications and their application to Development Assessment and construction.

LIVERPOOL CITY COUNCIL

LIVERPOOL THE GREAT SOUTH WEST

Our vision:

Aspiring to do great things – for ourselves, our community and our growing city.

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous