

Job Title & Position Number: Engineering Officer (Ref: 1346)

Level: 7/8

Line Manager: Principal Engineer

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: February 2024

1. Job Purpose

This position provides technical support across the Infrastructure Services department with a focus on land development engineering requirements and the engineering review of development applications.

This position will coordinate the development and review of the technical requirements in the City's Development Specifications. In addition, this position will undertake engineering investigations as required with respect to City's asset management, stormwater drainage and projects related to open space, road reconstruction, renewals, asset infrastructure planning and modelling.

All work is to be undertaken in accordance with agreed programs, budget constraints, the City's Project Delivery Framework, and in compliance with state and federal regulations, City policies, procedures and relevant Australian standards.

2. Organisational Context

The position of Engineering Officer is part of the Project Delivery & Engineering branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Fleet Services, Maintenance Operations and Climate, Environment and Waste.

3. Key Accountabilities

- Prepare and disseminate information to the development industry and respond to general enquiries relating to infrastructure assets.
- Provide technical development engineering advice and assessment on relevant town planning and building applications (inclusive of structure plans, subdivisions, stormwater management strategies/plans and road use assessments).

- Process development in engineering applications in accordance with the relevant legal provisions.
- Ensure that the Land Development Specifications meet relevant standards and facilitate the provision of sustainable infrastructure assets while achieving the City's land development objectives.
- Review subdivision and development applications in collaboration with the Urban & Regional Development team to specify Infrastructure Services related comments and conditions.
- Knowledge of approvals process related to Infrastructure Services including crossover installations, bond administration and compliance with legislation.
- Undertake site inspections and engineering investigations in response to requests, complaints and queries on Infrastructure Services related matters.
- Assist and contribute towards the identification, development, implementation and review of guidelines, policies and procedures in relation to infrastructure services.
- Liaise with internal and external stakeholders as necessary for all other technical infrastructure services enquiries.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** – Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.

- **Strategic Vision** – Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** – Creates a positive working environment while upholding the City’s STARS.

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won’t blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Civil Engineering and relevant experience or lesser qualification with significant local government experience
- Diploma of Leadership and Management (desirable)
- Eligibility for member status to the Institute of Engineers Australia
- C class Driver’s Licence
- Sound development application experience including assessing road network and parking layout, stormwater management, civil structural design and construction applications/projects

Knowledge and Skills

- Comprehensive knowledge and appreciation of relevant legislation, regulations and current development engineering requirements, principles and practices within Western Australia (including interpreting and applying the IPWEA subdivision guidelines and WALGA guidelines)
- Conversant with MRWA, AusRoads, AS and related standards apply to City Road network management
- Comprehensive ability to develop, maintain, and contribute towards a cohesive team environment
- Comprehensive computer literacy, interpersonal, negotiation, public relations, customer service, reporting and communication (both written and verbal) skills
- Comprehensive analytical, investigative and problem solving skills
- Detailed/thorough sense of initiative with the ability to work autonomously and accept accountability and responsibility for own actions
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles