

# Senior Drainage Engineer



## Position Description

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<b>POSITION NO:</b>	<b>720031</b>
<b>DIRECTORATE:</b>	<b>Community Assets</b>
<b>DEPARTMENT:</b>	<b>Engineering Services</b>
<b>SECTION:</b>	<b>Engineering Strategy</b>
<b>STATUS:</b>	<b>Full Time, Ongoing</b>
<b>CLASSIFICATION:</b>	<b>Band 7A</b>
<b>OCCUPANT:</b>	<b>VACANT</b>
<b>LOCATION:</b>	<b>Civic Centre, Frankston</b>
<b>APPROVED BY:</b>	<b>Director Infrastructure &amp; Operations</b>
<b>DATE:</b>	<b>August 2024</b>
<b>POSITION OBJECTIVE(S)/GOAL(S):</b>	
To provide engineering support, assistance and coordination in the management of stormwater drainage services and drainage management in the Frankston municipality and to provide organisational leadership in the field of drainage management.	

### KEY OUTCOMES AND RESPONSIBILITIES:

#### 1. Stormwater Drainage

- Develop, implement and monitor a Flood and Stormwater Management Framework that provides strategic direction to the organisation and facilitate the efficient management of Council's infrastructure stormwater assets, including the development and implementation of appropriate strategies, policies and guidelines.
- Develop and recommend a rolling stormwater drainage upgrade/new Capital Works Program on a priority basis that is continually monitored and updated. Appropriate forward planning and scoping of projects is to be undertaken to ensure design plans are available prior to the anticipated construction year/s ensuring the delivery of allocated projects.
- Develop flood mitigation strategies including developing and maintaining a priority program and implementation of flood area mapping projects.
- Undertake stormwater drainage investigations and provide recommended solutions for drainage matters, including capacity and stormwater quality issues.
- Undertake studies on existing drainage catchments to determine capacity and water quality requirements to cater for increased density of development. Undertake assessment of undrained areas to determine future needs of the drainage network.
- Review Council's stormwater drainage network to determine and clarify responsibility of stormwater drainage assets between relevant stakeholders. Represent Council in the process of clarifying these responsibilities in agreements.
- Provide specialist advice to internal and external enquiries regarding drainage engineering matters in regards to developments and Town Planning referrals.

- Actively lead the review of the Stormwater Management Plan for Council adoption.
- Promote, recommend and develop innovative solutions for opportunities to implement Water Sensitive Urban Design principles and water quality improvements in line with Council's sustainability guidelines and State Government legislation and policies.
- Prepare consultancy design briefs and manage all aspects of the contract process.
- Ensure Council meets industry requirements and legislative obligations by monitoring and incorporating as necessary relevant legislative changes, Australian Standards, specification improvements.
- Prepare reports for the Executive Management Team (EMT), Council and government departments and representing Council at public meetings and forums as required.
- Assist organisation to prepare for and if required, attend VCAT hearings for drainage related matters.
- Provide specialist advice to progress with and finalise Melbourne Urban Stormwater Institutional Arrangements (MUSIA) transfer of drainage assets with Melbourne Water and associated agreements.

Mentoring.

## **2. Infrastructure Developments**

- Undertake thorough investigations and prepare timely and quality reports and correspondence in response to Council and public requests.
- Manage all Statutory Requirements in respect of Build over Easement and Flood Prone assessments and approvals.
- Undertake assessment of planning permit applications and make recommendations specifically in relation to drainage matter.

## **3. Water Re-use and Recycled Water**

- Oversee Council's Recycled Water Strategy by investigating and recommending opportunities for use of this resource and managing projects related to this action, including investigating and recommending opportunities for stormwater harvesting within Council facilities.
- Promote Integrated Water Cycle Management in the areas of water quality, drainage system capacity and the management of stormwater.

## **Organisational Responsibilities**

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures.
- Ensure that all Council's policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.
- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct.

### **OTHER DUTIES:**

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Senior Engineers are required to assist in the mentoring of junior engineers, providing guidance and support to foster their professional growth and development of technical skills.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

#### POLICE RECORDS HECK:

The incumbent must have and maintain a current Police Records Check: YES  NO

#### WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: YES  NO

#### AUTHORISAION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: YES  NO

#### ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITES:

<b>Reports to:</b>	Coordinator Engineering Strategy
<b>Supervises:</b>	Contractors/consultants as required
<b>Internal contacts:</b>	Council staff
<b>External contacts:</b>	Contractors, Councillors, Government Departments and Authorities, Melbourne Water, South East Water, Department of Transport and Planning, VicTrack, DEECA, Business and Community Groups, other Councils, Consultants, Utility Service Providers, Financial Institutions and the general public.

#### ACCOUNTABILITY AND EXTEND OF AUTHORITY:

The incumbent is responsible and accountable for:

- Developing and implementing a Stormwater Drainage Strategy.
- Managing the preparation of design, project scope and cost estimates.
- Lead policy and strategy development and implementation in relation to stormwater drainage services and stormwater drainage management.
- Supervising and directing consultants undertaking design projects and detailed stormwater drainage investigations/studies.
- Meeting agreed priorities and performance standards.

The incumbent has the following delegations:

- Approval of expenditure up to \$2000
- Signing letters, reports in accordance with the Instrument of Delegation
- The incumbent is accountable for adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above

The incumbent is accountable for:

- Exercising delegated authorities appropriately and in accordance with the relevant Instrument(s) of Delegation and legislation, as set out in the specific Instrument of Appointment and Authorisation, once signed by the Chief Executive Officer.
- Adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above.

#### JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Managing and analysing situations and/ or issues, considering options, developing and implementing solutions and understanding the implications of the decisions.
- Interpretation of legislation, established precedent and guidelines. The incumbent will be required to demonstrate initiative in problem solving. Guidance is often not available due to the complex and specialised nature of the work. The application of professional knowledge and experience in this field is regularly required to solve problems where precedent does not exist.
- The use of accepted techniques or the implementation of innovative, creative and original techniques to new situations.
- Exercise initiative and sound judgement in the provision of advice and decision making relating to stormwater drainage services and drainage management.
- Evaluating contractor performance and recommendations of payment to contractors.

#### SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Substantial knowledge and understanding of design standards and construction techniques.
- Proficiency in the application of engineering theory, procedures, practices, regulations and legislation including Australian Rainfall and Runoff, the Water Act and the Local Government Act.
- Expertise in analyzing storm water drainage catchment issues and designing appropriate solutions with a view to achieving integrated water cycle management outcomes.
- Substantial computer skills including an ability to use storm water engineering software Model for the Urban Storm water Improvement Conceptualization (Model, DRAINS, RORB, HEC-RAS).
- Ability to undertake calculations using theoretical analysis and first principles.
- Specialist knowledge of flood mapping and modelling.
- Specialist knowledge in the application of Catchment Hydrology, Water Sensitive Urban Design and Integrated Water Cycle Management principles.
- Ability to research and analyse complex information, identify solutions and determine the value, opportunities and risks to success in order to develop appropriate actions.

#### MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- Well-developed time management and planning skills including the ability to, set priorities and meet deadlines to effectively balance competing priorities and different demands.
- Highly developed political acumen to operate within a dynamic and diverse environment
- Ability to work collaboratively within Engineering Services and across all levels of Council to achieve positive results and outcomes.

#### INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Ability to resolve issues and gain cooperation with internal and external stakeholders.
- Excellent verbal and written communication skills including the ability to prepare reports, briefs and documents.
- A high level of self-motivation, initiative and problem solving.
- Commitment to deliver an excellent standard of customer service.

#### QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- A relevant tertiary qualification in Civil Engineering or related field.
- Substantial experience and understanding of water and drainage management.
- Current Victorian Driver Licence.

#### VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment.

#### SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

##### **Mandatory/Essential:**

1. High level communication skills, both written and oral to effectively foster relationships, represent Council interests and gain cooperation with stakeholders.
2. Extensive experience and understanding of water and drainage management including legislation and regulation requirements that impact on the provision of subdivisions & private development.
3. Well-developed time management and planning skills including the ability to manage time, set priorities and meet deadlines.
4. Highly developed problem solving skills which enable the incumbent to demonstrate reasoning, judgement and analytical skills in resolving routine and non-routine issues.
5. Knowledge of flood mapping and modelling, catchment hydrology, water sensitive urban design and integrated water cycle management principles.
6. An appropriate tertiary qualification preferably in civil engineering or allied field appropriate for eligibility of membership of Engineers Australia or an allied and recognised professional body.
7. Current relevant registration in accordance with Professional Engineers Registration Act 2019.

## PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently	Performed Sometimes	Never/Rarely Performed
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Extended)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving Car/Utility/Tractor/Truck/Bus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (stairs, ladders/scaffold)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stress - Difficult customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to hot/cold temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**AGREEMENT:**

I accept and agree to the duties in this Position Description.

I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: