

# Position Description

## Development Surveillance Officer

02 June 2023

### Position Number

500099

### Directorate

Economy, Growth &  
Infrastructure

### Department

Engineering, Transport and  
Subdivision

### Reports to

Development Surveillance  
Team Leader

### Classification

Band 5

### Employment Status

Permanent

### Location

Wallan  
Flexible Working  
Arrangement

### About the role

The role is designed to assist the Transport and Development team to deliver high quality infrastructure in accordance with Councils adopted manuals, standards and specifications.

The roles main objectives include ensuring best practices are applied throughout of construction, drainage and road building period, providing site surveillance and reporting to the Development Surveillance Team Leader and being the direct liaison and communication with relevant contractors and site superintendents.

### Key responsibility areas

- Read plans and specifications for subdivisional and building developments within the Shire.
- Undertake inspections and site surveillance to ensure development infrastructure works comply with Council adopted standards, approved plans, specifications and recognised good construction methods and techniques as directed by the Development Surveillance Team Leader and supported by the Engineering, Transport and Subdivision Coordinator and Development Engineers.
- Provide accurate, concise, relevant and articulate field reporting and checklist sign off for all Council hold and inspection points related to Council development related infrastructure construction, Works Within the Road Reserve permits, and Service Authority works and activity statements.
- Assist with and refer, as appropriate, enquiries from customers ensuring timely and accurate advice and response.

- Assist with the liaison with service authorities for provision of service and undertake periodic inspections to ensure accurate recording of same.
- Maintain effective and co-operative communication with all customers, contractors, consultants, developers, community groups/organisations, business, Council and other Government authorities.
- Undertake other inspection, site measurement, survey and reporting work within the bounds of skills and knowledge as directed by the Development Surveillance Team Leader, the Engineering, Transport and Subdivision Coordinator or the Development Engineers on matters relating to transport, drainage, development, works in the road reserve or service authority works.
- Develop inspection schedules, checklists and reporting forms in conjunction with the Development Surveillance Team Leader.
- Determine areas of noncompliance and issue “Notices of non-Conformance” where deemed necessary. Seek assistance and clarification as required from the Development Surveillance Team Leader.
- Perform duties using knowledge and experience associated with the construction and maintenance experience and associated legislation, policies, manuals and Codes of Practice relating to these duties.
- Assist in the preparation of statistical information pertaining to reports for presentation to Council and other business units as required.
- Undertake other inspection, site measurement, survey and reporting work within the bounds of skills and knowledge as directed by the Development Surveillance Team Leader, the Engineering, Transport and Subdivision Coordinator or the Development Engineers on matters relating to transport, drainage, development, works in the road reserve or service authority works.
- As directed by the Development Surveillance Team Leader undertake scheduled and random inspections to ensure compliance with Council Standards.
- To work in conjunction with the Local Laws Unit to improve asset protection of the infrastructure unit assets, both in new subdivisions and existing assets.
- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

## About you

### Key Selection Criteria

1. A background and several years relevant experience in road and drainage.
2. A demonstrated ability to read civil design plans and design specifications accurately.
3. A sound knowledge of relevant manuals, standards and specifications.
4. Demonstrated ability and experience to work effectively and constructively with a range of stakeholders.
5. Demonstrated ability to complete construction checklists and provide accurate, concise and articulate field reporting of construction activities.
6. Sound understanding and familiarization with construction site safety and OH&S requirements.

## Pre-employment check

- National Police Check
- Working with Children Check
- Valid Victorian driver's license endorsed to a minimum of HR

## About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



**Working Together**



**Respect**



**Customer Service Excellence**



**Accountability**



**Continuous Improvement**

### Structure

Mitchell Shire Council consists of the following three Directorates:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

## Position requirements

### Accountability and Extent of Authority

- This role is accountable to the Development Surveillance Team Leader to provide public infrastructure construction surveillance, reporting and direct liaison with contractors and site superintendent in relation to site construction and quality issues.
- The role is supported by the Technical Officers, Development Engineers, Senior Development Engineer and Engineering, Transport and Subdivision Coordinator to provide technical expertise and instruction related to civil design and construction works as required.

- Accountable for the implementation of all requirements of Risk Occupational Health and Safety, Equal Employment Opportunity and other legislative and appropriate standards that may impact on the Council.
- Freedom to act is limited to established procedures and techniques. Use of discretion is monitored regularly by consultation between the Development Surveillance Team Leader and the Engineering, Transport and Subdivision Coordinator and/or the Senior Development Engineer.

### Judgement and Decision Making

- The role can make independent decisions related to construction techniques and standards in line with Council adopted drawings, manuals, standards, specifications and guidelines and any approved design plans with guidance provided by the Development Surveillance Team Leader.
- The role can sign off on Council civil infrastructure construction hold points in line with Council adopted standards and Works within the Road Reserve checklists. Guidance is generally available; however, Authority to act and make decisions is in accordance with Council contracts, policy and subdivisional plans and associated documentation.

### Specialist Skills and Knowledge

- Knowledge and understanding of engineering design principles and construction and maintenance techniques.
- Knowledge and understanding of assets management principles.
- Knowledge and understanding of risk management, occupational health and safety requirements and equal employment principles and practice.
- Ability in the use of personal computers, in particular database applications, Microsoft Office Suite.

### Management Skills

- An ability to discuss and resolve problems of a technical and general nature.
- Ability to plan, manage own time and meet deadlines as well as set priorities and effectively allocate resources when directed.
- Ability to lead, motivate and liaise with all levels within the construction and maintenance sector.
- Ability to be pro-active and show initiative.

### Interpersonal Skills

- Ability to relate to persons with differing backgrounds and levels.
- Absolute integrity, trustworthiness and professionalism.
- Well-developed teamwork and communication skills (both oral and written).
- An understanding and appreciation of the purpose and goals of the Development Surveillance and the Transport and Development Team and the wider organisation.
- Excellent negotiation and conflict resolution skills.
- Solid public relations skills.
- Ability to work with a range of internal and external stakeholders to successfully resolve construction or infrastructure issues with the support of the Development Surveillance Team Leader, Development Engineers and the Engineering, Transport and Subdivision Coordinator.

## Qualifications and Experience

- Several years' experience in the civil construction and maintenance field is essential.
- Certificate 3 in Civil Construction or equivalent qualification, or several years' experience in all facets of municipal works and engineering functions, particularly in respect to subdivisional activity is essential.
- Demonstrated field reporting experience and ability to identify and escalate issues as required.
- Proven ability to communicate with stakeholders and customers constructively.
- Strong knowledge and understanding of the construction requirements of the Infrastructure Design Manual (IDM) and the Engineering Design and Construction Manual (EDCM).
- Good knowledge and understanding of Department of Transport (RRV) (formerly VicRoads) civil road and drainage construction specifications.
- Strong skills, experience and proven track record in customer service-related areas and communicating with stakeholders.
- Civil construction industry trade, safety or technical training.