



POSITION DESCRIPTION

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| POSITION TITLE: | | Civil Engineer / Project Engineer | | | |
| POSITION NO: | | 100258 | CLASSIFICATION: | | Band 6 |
| DIVISION: | | City Works and Assets | | | |
| BRANCH: | | City Works | | | |
| UNIT: | | Development and Civil Engineering | | | |
| REPORTS TO: | | Team Leader Development and Civil Engineering | | | |
| POLICE CHECK REQUIRED: | Yes | WORKING WITH CHILDREN CHECK REQUIRED: | No | PRE-EMPLOYMENT MEDICAL REQUIRED: | No |

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Provide expert support and advice in the development and achievement of Branch and Divisional goals.
- Provide high level supervision and technical support to ensure that all civil works undertaken within the Council's road reserve are in compliance with council requirements and industry best practice and that the Council's assets are maintained to the highest possible standards.
- To exercise and apply his/her several years' experience as a professional civil engineer to undertake all necessary designs, including, investigations, surveys, drawings, specifications, necessary to ensure achieving best outcomes for Council and its residents.
- Assume the role of the authorised officer pursuant to the relevant acts and regulations to guarantee that all of the aforementioned works are in full compliance with statutory requirements
- Coordinate with all relevant internal and external stakeholders to protect the Council's interests and the amenity of its residents

- Ensure public safety is maintained where works are being undertaken on or adjacent to any Council Land.
- As required refer matters to the relevant authorities to pursue appropriate enforcement action is taken to achieve compliance with the relevant legislation, permits and consents.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment. A major imperative of the Organisation is an emphasis on customer service and continuous improvement.

The City Works branch forms part of the City Works & Assets Division and has the responsibility of managing the Council's road assets. As a member of the branch, the incumbent is required to pursue branch, divisional and corporate goals through effective team work within the branch, with colleagues in other branches and divisions, and through developing sound working relationships with a range of internal and external stakeholders.

The Development and Civil Engineering Unit is responsible for ensuring compliance with;

- Council's Local Laws and the permits issued under those local laws
- Council's Standards, Materials Policy and other technical requirements
- Engineering and industry best practice
- Planning and Environment Act associated with building sites
- Environment Protection Act
- Road Management Act
- Road Safety Act
- Telecommunication Act
- Other relevant legislation

ORGANISATIONAL RELATIONSHIP

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|--------------------------|---|
| The position reports to: | Team Leader Development and Civil Engineering |
| Supervises: | Nil |
| Internal Relationships: | Management, other Units within City Works Branch, Construction Management, Building Services Unit, Traffic and Civil Engineering, Statutory Planning Branch, Local Laws Unit, Parking Services and Access Yarra. |
| External Relationships: | The incumbent is required to establish and maintain a responsive and professional relationship with builders, builder organisations, utility providers, utility contractors external regulators, contractors, unions, community organisations, business proprietors, and residents. |

KEY RESPONSIBILITY AREAS AND DUTIES

- Supervise road works within the council's assets to confirm compliance with Council standards, permit conditions, OHS guidelines and statutory requirements
- Provide technical advice to work managers, contractors, and internal staff in regards to Council requirements, policies, standards, materials, methodologies, legislations, DDA guidelines and any other relevant technical aspects required to guarantee the best possible outcomes.
- Obtain good working knowledge of Council's Engineering Standards and policies and advise on possible changes and upgrades in line with the industry's best practice
- Coordinate with internal and external stakeholders to identify, plan and execute the required rectification works for development and subdivision sites
- Prepare and negotiate bond agreements – As needed – with developers, builders or contractors in a manner that protects the Council's interests
- Ensure that the safety of all road users is maintained at all times and undertake any necessary actions to rectify works that might pose as hazardous.
- Provide high level advice to the Manager and Coordinator on road opening matters, consents, reinstatements and relevant legislation.
- Collect evidence and provide that evidence at hearings at the Magistrates' Court and Victorian Civil Administration Tribunal as required.
- Provide advice to Council's subdivisions officer on clearances for subdivisions.
- Provide advice to relevant internal Branches and Council's capital works planning officer to ensure best outcomes are achieved between proposed development works and future programming of Council capital works.
- Accurately record extent of actual works undertaken to ensure the appropriate fees and charges payable to Council are correctly identified.
- Provide Council's residents with high level customer service and support to ensure the timely and effective resolution of their complaints and concerns to the highest reasonable standard
- Provide advice to Service Authorities on the 'consent process', including scope of works, use of road reserve for storage of materials, site sheds, plant and equipment etc. finalize extent of reinstatement required and ensure compliance with same.
- Identify and negotiate the best possible scope of rectification works with private and service authority contractors
- Be vigilant of opportunities where Council can negotiate and contribute to developer or utility works to achieve the best possible outcomes and report to the Team Leader for approval.
- Check and produce designs for roads, laneways, drainage and other elements in the road reserve as needed.
- Check proposed and constructed works to ensure compliance with Council standards and consistency of levels and materials with the surrounding assets
- Supervise or project manage Council capital works projects as assigned
- Ensure assigned projects are cross referenced and coordinated with other Council or external projects to provide optimal outcomes.
- Maintain accurate records of action taken on Council's data base for inspections, civil works, road openings and appropriate enforcement action.
- Coordinate and manage rectification works on behalf of private and service authority contractors and undertake all necessary activities including; obtaining quotes, planning, and supervision
- Provide accurate and authoritative advice in respect to road opening permits, traffic management and arrangements associated with works on roads and temporary road closures to internal and external stakeholders.
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- Update the Council's asset management systems to capture condition improvements
- Conduct proactive and reactive inspections of road opening permits, vehicle crossing permits, legal point of discharge, emergency works, and utilities consent work.
- Issue reports and letters instructing those involved of the non compliances with the relevant legislation and referral for appropriate enforcement action with specified time frames to obtain compliance.
- Undertake legislative and technical research as needed to provide accurate advice to internal and external stakeholders
- Proactively manage road opening activities in the municipality to maximise compliance and detect illegal or non-compliant works and ensure that works are rectified to Council standard and satisfaction while notifying the relevant enforcement officer where required.
- Ensure prompt investigation and resolution of matters pertaining to road works.
- Communicate effectively and provide accurate and specialised information to management and stakeholders in a manner that promotes the image and reputation of the City of Yarra.
- Assist the Team Leader to provide direction and improved customer service for the Development and Civil Engineering Unit.
- Undertake other duties as directed by management that are within the officer's skill set.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable for the following:

- Supervision of all road works undertaken by private or service authority contractors to ensure that all works are done to Council standards and engineering best practice in order to prevent any long term liability and ongoing cost to Council
- The inspection and enforcement of road works to ensure compliance with the relevant regulations and legislation.
- The coordination with internal and external stakeholders to ensure the best possible outcomes are achieved.
- Autonomy in decision making to achieve outcomes determined by statutory requirements that potentially have a significant impact on ensuring Council's road assets are maintained in the best possible condition.
- Manage reactive and proactive inspections of road works and other matters as directed.
- Seeking assistance internally and externally to ensure continuous development.
- Alter permits as required following measure up to ensure appropriate charges are allocated in accordance with Council policy and fees and charges.
- Ability to take initiative, provide specialist advice and give direction to clients, work managers, service authorities and stakeholders to ensure that the regulatory service standards are met or exceeded.
- Ability to exercise discretion to act within relevant legislation and identify works required and direct relevant stakeholders to undertake these works to ensure Council assets are reinstated to Council's specifications, to minimize any significant impact on Council.
- Ability to exercise all powers as authorized by Council under the relevant legislation, and;
 - provide accurate and specialized information in a timely manner to all stakeholders;
 - actively contribute to the Unit achieving its vision, goals, Key Performance Indicators and targets; and

- manage personal time schedules, in a busy work environment, and ensure tasks are completed within agreed time frames.

The position has the following extent of authority;

- The Civil Engineer is required to report to the Team Leader Development and Civil Engineering to ensure adherence to Council's Local Law, relevant legislations, standards and allocated budgets.
- Directing private and service authority work managers to undertake reinstatement works in full compliance with Council and statutory requirements
- Advise representatives of Government agencies to achieve a positive coordinated outcome.
- Autonomy to instigate appropriate enforcement action under Council's Local Law, the Road Management Act, the Planning and Environment Act, and other relevant legislation.
- Provide accurate, specialized and timely information and responses to permit and reinstatement matters.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Teamwork
 - Integrity
 - Respect
 - Accountability
 - Innovation
 - Sustainability

JUDGEMENT AND DECISION MAKING

- Subject to consultation with the Team Leader Development and Civil Engineering the Civil Engineer is expected to draw upon several years' experience and professional training, and exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to solve engineering problems (both technical and administrative), including problems not previously encountered.
- Situations arise that do not have clear methods and procedures, guidelines or precedence requiring incumbent's decision making and problem solving skills to improve, revise and develop approved methods.
- Possess the ability to understand the issues and identify what work is required to address the problem by utilising their experience, technical knowledge and judgement and instruct others to undertake this work, to ensure Council assets are reinstated and maintained appropriately.
- To apply particular professional skill and care and be conscious of the substantial effect upon the Development and Civil Engineering Unit and the safety of the public, property, Contractors and employees. Guidance and advice will usually be available.
- Use discretion within legislative and policy controls in order to find solutions to problems where there are no existing processes or procedures.
- Note. The position also provides specialised technical advice, into the assessment of road opening permits and procedural issues to support the Construction Management Branch.

KEY COMPETENCIES

Specialist Knowledge and Skills

- A well-developed understanding of the principles, theory and practice of Civil Engineering.
- Proficient knowledge and ability to interpret and apply the *Road Management Act 2004*, RMA Worksite Safety and Traffic Management - code of practice, Council's Local Laws and the permits issued under them, *Environment Protection Act 2004* and other relevant legislation.
- Ability to seek innovative design solutions to maximize the outcomes of reinstatement works in Council's favor
- Extensive knowledge of planning, development and management of civil works including development of detail designs, consultation with internal and external stakeholders, Planning and delivery of projects on time and within budget.
- Operational knowledge of Council's functions with an understanding of management systems employed by Council to best manage the services delivered.
- Ability to determine critical issues, identify appropriate action and actively pursue matters to a conclusion.
- Computer skills and working knowledge in Microsoft office and AutoCAD are essential. Further knowledge in Ms Project and other relevant software is desirable.
- Effective oral and written communication skills and Well-developed technical report writing skills
- Conflict resolution skills and effective negotiation and assertion skills.
- Proven investigative skills and experience in evidence collection and presentation, with the ability to present it in Victorian Civil and Administrative Tribunal and the Magistrates' Court.

- Ability to interpret engineering drawings and specifications.
- Ability to confirm reduce levels relating to engineering drawings.
- Suitably qualified and experienced to ensure compliance with approved Traffic Management Plans.
- Ability to work autonomously to achieve outcomes determined by statutory and technical requirements.
- Ability to take initiative to ensure that service standards are met or exceeded.
- Ability to provide accurate and timely information to all stakeholders.
- Well-developed customer contact skills.
- Commitment to ongoing professional development.
- Current Victorian Drivers Licence.

Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis with a set timetable and in an environment of change and conflicting demands.
- Ability to manage own time, plan & organise workload, set priorities to achieve deadlines and Team KPI's in a busy environment.
- Adopt a proactive and seamless approach to problem resolution through discussion, negotiation and teamwork.
- Knowledge of and the ability to apply relevant budgeting methods and procedures.
- Ability to initiate and recommend to the Team Leader Development and Civil Engineering improvements to project procedures and techniques.
- The ability to manage relationships, initiate and facilitate meetings of relevant parties to resolve issues.
- Ability to coordinate with other Council departments and work across the organisation to ensure Council's assets are maintained in as high a standard as possible.
- Ability to undertake the duties relevant to the position in an accurate, confidential and timely manner while managing a high work load.
- Ability to understand complex organizational structures and manage internal and external stakeholders.

Interpersonal Skills

- Proven communication and negotiations skills including the ability to understand and tactfully deal with all stakeholders.
- Proven ability to conduct inspections, identify work required and obtain compliance with Council's specifications in a busy work environment.
- Effective conflict resolution skills and proven ability in maintaining confidentiality.
- Effective oral and written communication skills with proven ability to prepare letters and reports for both internal and external presentation.
- The ability to gain the cooperation and assistance from a range of people, including clients, other staff, residents, community groups, statutory authorities, etc.
- Ability to work autonomously, while being an effective member of the Team.
- Ability to gain the cooperation and assistance from a range of people, including other staff, residents, community groups, statutory and government personnel, community interest groups, etc.
- Ability to liaise with employees and counterparts in other organisations.

QUALIFICATIONS AND EXPERIENCE

- Degree in Civil Engineering or equivalent discipline and significant relevant experience.
- Relevant experience in project delivery, including experience in infrastructure design, construction supervision, contract management and budget control.
- An awareness of Land Law, the Road Management Act and the Local Government Act would be advantageous.
- Victorian driving licence.

KEY SELECTION CRITERIA

1. Degree in Civil Engineering or equivalent discipline. Proven experience and knowledge in civil engineering design, construction and project management.
2. Proven technical knowledge and ability to interpret and ensure compliance with the Road Management Act and consents, traffic management plans, Council's Local Laws and the permits issued under them, Environment Protection Act and other relevant legislation.
3. Well-developed communication and interpersonal skills and ability to obtain compliance while managing a high work load. Strong focus on customer service.
4. Ability to solve problems through negotiation, innovation and teamwork. Ability to manage multiple projects simultaneously and work autonomously.
5. Computer literate with the ability to write letters, reports and respond to correspondence as required. Current Victorian driver's license.