



POSITION DESCRIPTION

POSITION TITLE:		Asset Drainage Engineer			
POSITION NO:		100394	CLASSIFICATION:		Band 7
DIVISION:		Drainage & Stormwater			
BRANCH:		City Works Depot			
REPORTS TO:		Co-ordinator Drainage & Stormwater			
POLICE CHECK REQUIRED:	No	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:

- To complete the development of Councils Drainage Asset Management plan including an assessment of the condition of Councils drainage assets.
- To assist the Co-ordinator Drainage & Stormwater in the developing the Council's integrated water management plan.
- To develop a 10 year drainage and WSUD capital works program, focusing on maintenance and replacement of drainage assets.
- To prepare scope for individual projects and budget cost estimates, ensuring full lifecycle costs are considered.
- Preparation of funding submissions to support various works activities including major alternative water initiatives.
- To provide support to other key personnel within the Infrastructure Division (in areas of civil engineering, buildings, depot operations, parks and open space related activities).

KEY ACCOUNTABILITIES:

- Work with the Coordinator of Stormwater and Drainage to developing an integrated water management plan and a drainage asset management plan.
- Developing long term drainage asset management financial plans as part of Council's overall 10 year financial plan.
- Undertake/coordinate designs for stormwater drainage and WSUDS projects.
- Maintaining drainage and WSUD data elements which allow these assets to be classified identified described, located, valued and assessed.
- Ensuring effective environmental protection measures, risk assessment / management measures and safe working procedures are included in the drainage asset management plan and WSUD projects.
- Ensuring water and energy conservation is maximized within the drainage asset management plan and WSUD projects.
- Inputting into and implementing branch business plan.
- Applying continuous improvement principles to managing assets and service levels.
- Reviewing and proposed 3rd party developments providing suggestions for improvement.
- Ensuring effective investigation, problem solving and conflict resolution.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Co-ordinator of Drainage & Stormwater
Position Supervises:	Capital, reactive works & consultant works / design
Internal Relationships:	The Asset Drainage Engineer is required to liaise with management and staff at all levels within the organisation.
External Relationships:	The Asset Drainage Engineer is required to liaise and maintain a professional relationship with water and environmental planning and management staff in a range of Federal, State and Local Government agencies; private sector organisations, external service providers, community interest groups, and residents.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Asset Drainage Engineer reports to the Co-ordinator of drainage and stormwater and may be required manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- When providing specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision.
- Effect of actions and decisions may be significant however these are usually subject to review appeal or review.

Safety and Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- 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

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.
 - Teamwork
 - Integrity
 - Respect
 - Accountability
 - Innovation

JUDGEMENT AND DECISION MAKING

- The nature of the work of the Asset Drainage Engineer is specialised with methods, procedures and processes developed from theory or precedent. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.
- Judgement, originality and creativity is often required in making recommendations which can be complex in nature and which may relate to problems or issues which are new or not previously encountered. Ability to challenge existing thinking.

SPECIALIST KNOWLEDGE AND SKILLS

- The Asset Drainage Engineer position requires proficiency in the application of a theoretical and practical engineering discipline, including the underlying principles and practices.
- The position requires an understanding of the long term goals of the branch and the unit in which the position is placed and of the relevant policies of both the division and the wider organisation.
- Analytical and conceptual skills in policy development and implementation together with the ability to undertake complex investigatory tasks.

MANAGEMENT SKILLS

- The incumbent to this position requires skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- The position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Highly developed project management skills.
- Highly developed presentation, oral and written communication skills.
- Ability to recommend improvements and contribute to the strategic directions of the Branch.

INTER-PERSONAL SKILLS

- This position requires the Asset Drainage Engineer to gain co-operation and assistance from clients, members of the public and other employees in the performance of their duties.
- The incumbent must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other units within Council to achieve the desired outcomes.
- Proven record of influencing and building positive relationships with all levels of staff together with a strong commitment to continuous improvement and customer service.
- An effective engaging, consultative and facilitative style demonstrated by good interpersonal and negotiation skills used to work in a collaborative manner.
- Excellent verbal and written communication and presentation skills and the ability to apply these to consulting and facilitating a range of situations, and to presenting information to various audiences.

QUALIFICATIONS AND SKILLS

- A tertiary qualification in Engineering or a related field.
- Experience with a proven track record of achievement within an engineering environment.

KEY SELECTION CRITERIA:

- Experienced and passionate about sustainable water management.
- An understanding of Asset Management Principles.
- Knowledge of drainage design, flood mapping and flood mitigation measures.
- Knowledge and experience in Drainage Infrastructure & WSUD and the needs and constraints of established urban environments requiring retrofit of assets.
- Knowledge of environmental management trends, especially water management and WSUD.
- Development and implementation of environmental programs especially capital works for Councils drainage and WSUD assets.
- Effective communication skills in particular negotiation and consultation.
- An ability to plan, prioritise and organise work with minimal supervision.