

## POSITION DESCRIPTION

<b>Position Title</b>	Storm Water and Floodplain Engineer
<b>Position Number</b>	34168
<b>Division</b>	Community Assets
<b>Branch</b>	Assets and Design Services
<b>Special Requirements</b>	Class C Drivers Licence WHS Construction and Induction Certificate
<b>Grade</b>	16
<b>Reports To</b>	Team Leader Floodplain Management
<b>Physical and Environmental Demands</b>	Ability to carry out site inspections and field work
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Healthy Urban and Natural Environments
<b>Local Service/s</b>	Protection of the Natural Environment
<b>Position Purpose</b>	
To implement the floodplain management, stormwater quality and quantity management, stormwater design and stormwater specification functions of Council.	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• Major Development Application Assessment and Expert Advice</li> <li>• Engineering Design Advice</li> <li>• Floodplain Management</li> <li>• Stormwater Quality and Quantity Management</li> <li>• Civil and Stormwater Design</li> <li>• Council and Team Support</li> <li>• Customer Service</li> <li>• Corporate Core Values</li> </ul>	
<b>Key Duties &amp; Responsibilities</b>	
<b>Major Development Application Assessment and Expert Advice</b> <ul style="list-style-type: none"> <li>• Provide expert advice in relation to flood impacts of proposed developments and assist in the assessment of large DA's against the Water Cycle Master Plans</li> <li>• Provide floodplain management advice, Integrated Water Cycle Management and WSUD related advice in relation to planning proposals</li> <li>• Assess the design and impact of major infrastructure that is being constructed within the LGA</li> </ul>	

### **Engineering Design Advice**

- Provide expert advice to the capital works and development engineers and other sections within Council regarding internal and external designs
- Provide expert advice to capital works and development engineers and other sections within Council regarding stormwater construction advice
- Provide expert advice in relation to the engineering specifications and other policies

### **Floodplain Management**

- Issue flood certificates and flood information for S10.7 Planning certificates, Answer flood related enquiries from the public,
- Provide flood related advice in relation to proposed developments as required,
- Update and review current flood studies and Floodplain Risk Management Plans,
- Update Council's flood mapping and flood related work as executed information,
- Update / adopt current best management practice in Floodplain Management and presenting updated flood study outcomes to public,
- Assist / Implement Floodplain Risk Management Plans,
- Prepare detailed technical reports and tender documents for flood studies

### **Stormwater Quality and Quantity Management**

- Provide input for Council's Stormwater Levy and other stormwater improvement projects and programs to improve stormwater quality and quantity management outcomes.
- Provide stormwater quality and quantity management advice in relation to proposed developments as required

### **Civil & Stormwater Design**

- Provide competent, accurate and timely design solutions and plans.
- Preparation of accurate cost estimates for designs.
- Preparation of detailed technical reports and Council reports for community consultation, Council and internal purposes.

### **Council and Team Support**

- Project manage external consultants and projects to deliver team objectives
- Liaise with the public to establish community wide opportunities to evaluate Council projects and community opinion of these project,
- Provide back up support and assistance to other officers in matters relating to floodplain management,
- Contribute to the development and review of relevant policy and procedures.
- Investigate, evaluate, recommend, conclude and report on various engineering and environmental related matters,
- Contribute to the development of the Community Assets Branch budget process,
- Maintain current knowledge of legislation, policy and procedures that impact upon all aspects of the role.
- Other such matters relevant to the position description that may be referenced to the incumbent by the Team Leader Floodplain Management or Manager Assets and Design Services.

### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

### **Corporate Core Values**

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

### **WHS Responsibility**

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

### Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Essential and Desirable Criteria

#### Essential

- Tertiary qualifications in Civil Engineering. (Qualifications in Environmental Engineering will be considered subject to Civil experience),
- Experience in the investigation, survey, design and estimation of engineering projects; in particular, drainage, storm water and environmental works,
- Demonstrated ability to manage projects and achieve outcomes within budget and to defined timelines,
- Excellent communication skills including written and oral and the ability to relate well to internal and external clients,
- Ability to work within and to foster team cooperation and achievement,
- Knowledge of Federal, State and Local Government, Australian Rainfall & Runoff, Roads and Traffic Authority and Austroads standards, guidelines and practices,
- Competent in the use of storm water (quantity and quality) design and analysis software,
- Proficiency in Microsoft Office computer applications.

#### Desirable

- Experience in Floodplain Management and knowledge of the application of the NSW Floodplain Development Manual,
- Experience in the use of Water Ride Flood Manager, floodplain analysis software such as TUFLOW, RAFTS, WBNM and QGIS, GIS related survey activities and other land information tools
- Experience in Water Quality Management software such as MUSIC & MUSIC LINK.
- Previous experience in stream & riparian rehabilitation planning & design and in checking road and drainage designs and drafting
- Competent in the use of Computer Aided Design (CAD) programs and related software packages,
- Good negotiation and dispute resolution skills.

#### Updated By

Team Leader Floodplain Management

#### Date Updated

August 2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**