



WHITEHORSE CITY COUNCIL

Position description

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| Job title: Senior Asset Engineer | |
| Classification: 7 | Effective Date: September 2024 |
| Reports to: Engineering Approvals Co-ordinator | Tenure: Permanent Full Time |

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will undertake a range of functions related to the management of key civil assets, corporate applications and complex projects. The role is responsible to assist the Engineering Asset Co-ordinator with the strategic and operational direction in the protection and management of key civil assets. This role will assist in the improvements of processes within the Engineering Approvals Team as well as assessing asset management matters in a professional, timely and high-quality manner.

Key Responsibilities

Position Specific Responsibilities

- Contribute **through research, analysis & recommendation**, to the development and co-ordination of asset management and protection policies, functions, systems, processes, and procedures for Council's infrastructure.
- Provide technical and policy advice on stormwater and road infrastructure.
- Contributes to the checking of civil plans and computations, flood levels, building over easement and stormwater legal point of discharge applications and any other applications and permits related to civil infrastructure.
- Provide engineering advice on complex planning and building development applications including approval of plans for engineering works and checking of flood modelling outputs for the developments.
- Provide advice related to Construction Management Plans required for major developments and manage the bonds required for civil permits.
- Assist with processing of applications for National Heavy Vehicle Regulator (NHVR).
- Contribute to high level reviews of major developments and major capital works projects.
- Provide advice and attend the meetings for Major Transport Projects in the municipality.
- Liaise with developers and contractors with developments that could impact on Council's infrastructure and ensure that Council's assets are protected.
- Assist with the management of public lighting infrastructure.
- Perform other duties as required by management.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget:

- Familiarity of budget principles.
- Assistance in the development and implementation of the Engineering Approvals budget, business cases and projects, including regular monitoring to ensure compliance.

Staff responsibility:

- The position has no direct staff responsibility; however mentoring of staff may be required.
- Acting in Senior Roles might be required.
- The position will manage external consultants and contractors to ensure successful project delivery.
- The Freedom to Act is subject to professional & regulatory review. Actions and advice may have significant impact on clients and groups.

Judgement and Decision Making

- The position requires political astuteness to sometimes deal with high level complex issues and requires excellent decision-making skills.
- Problem solving requires lateral and flexible thinking sometimes drawing from sources outside the organisation.
- The position has a variety of industry standards that can be used or adapted to provide the best design and contract management solutions to a number of different problems.
- The position will manage their workload with minimal supervision or direction from other staff.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Extensive knowledge in Planning and Building Regulations, Local Government Act 2020, Road Management Act 2004, Water Act 1989, and other Acts, Laws and Regulations relevant to Local Government.
- Experience with software relevant to flood modelling and drainage in general (Drains, TUFLOW, RORB etc.).
- Demonstrated experience and skills in the Microsoft suite of applications (Word, Excel, Outlook and Project) and GIS systems.
- Demonstrated experience and skills in local government software related to Procurement, Customer Service and Document management.
- Understands the organisational values and the legal/political context.

Qualifications and Experience

- Bachelor's degree qualification in Civil Engineering.
- Post Graduate degree is desirable.
- Extensive experience in technical and policy related issues for stormwater drainage and road infrastructure, and a sound knowledge of local government legislation.
- Minimum 5 years of Local Government experience, and 10 years of Civil Engineering experience in general.
- Extensive knowledge about flood modelling.
- Experience in management of major capital works projects related to civil infrastructure, including checking of civil plans.
- Certification of Registration for Registered Professional Engineer is required.

Interpersonal Skills

- Sound influencing skills.
- High level of written and verbal communication skills and the ability to gain cooperation and assistance from other employees, contractors, consultants, residents, Public Authorities and other stakeholders.
- The ability in resolving specialist problems with different levels of government organisations involving large infrastructure projects.
- Excellent presentation skills.

Key Relationships:

- The position will liaise with residents, industry bodies, government agencies and a variety of internal staff, management, and Councillors throughout the organisation.

- The position will work closely with other Teams and Departments in City Development Directorate on development proposals.

Management Skills

- Ability to manage time, set priorities and organise tasks to successfully complete projects.
- Ability to assist and mentor others in the Engineering Asset Team to further their skills and knowledge.
- Ability to influence and lead other staff to achieve goals and objectives.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Ability to manage a variety of complex tasks concurrently.
- Political acumen.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

- Relevant degree qualification in Civil Engineering, as well as Certification of Registration for Registered Professional Engineer is required.
- Relevant Local Government or related industry experience is required.
- Extensive experience in technical and policy issues relating to stormwater drainage and road assets, and a sound knowledge of Local Government legislation.
- Extensive knowledge about flood modelling and civil design.
- High level of written and verbal communication skills and the ability to gain cooperation and assistance from other employees, contractors, consultants, residents, and other stakeholders.

Physical Requirements

| Physical Functional Demand | Specific Physical Job Tasks | Frequency/Duration of performance of task per day | Comments |
|---|---|---|----------------------------|
| Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels. | N/A | N/A | Not required for the role. |
| Hand/Arm Movement Tasks involve use of hand/arms | Use of hands for office work. | Holding the mouse. | Office work. |
| Bending/Twisting Tasks involve forward or backward bending or twisting at the waist. | N/A | N/A | N/A |
| Standing Tasks involve standing in an upright position | Site visits required for the role, visual inspections only. | As required. | Site inspections. |
| Reaching Tasks involve reaching above head, and above and equal to shoulder height | N/A | N/A | Not required for the role. |
| Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects | N/A | N/A | Not required for the role. |
| Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another | N/A | N/A | Not required for the role. |

| Physical Functional Demand | Specific Physical Job Tasks | Frequency/Duration of performance of task per day | Comments |
|---|---|--|-----------------------------------|
| Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body | N/A | N/A | Not required for the role. |
| Keyboard Duties Tasks involve sitting at workstation and using computer. | Mainly office and home office work involving sitting at workstation and using computer. Also assistance at the Reception using the workstation. | As required. | Office work. |
| Satisfactory Vision Standard of vision required equal to that required for driver's licence | Same standard of vision (equal to that required for driver's licence) required, both for office work and site visits. | Required to be able to perform office work (use of computer), and site inspections, as well as driving to and from site inspections. | Office work and site inspections. |

Any other relevant comments: