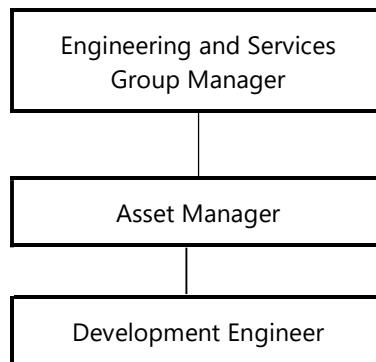


POSITION DESCRIPTION



Job Title:	Development Engineer
Responsible To:	Asset Manager
Responsible For:	Nil staff
Position Purpose:	<p>This job exists to:</p> <p><i>“Manage engineering and infrastructure matters relating to development planning, processes, information, and consent applications. Ensure developer compliance and provide information in line with Council’s infrastructure standards. Contribute to strategic and tactical planning of public infrastructure to deliver Council’s vision for the district’s development. Advance development processes and engineering practice to meet modern standards”</i></p>
Date:	February 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Government Departments and agencies
Waka Kotahi
District Councils
BOPRC
Consultants and Contractors
Residents and Ratepayers

Internal

Elected Members
All staff

KEY RESULT AREAS

The position of **Development Engineer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Manage infrastructure matters relating to private developments and consent applications.</p> <ul style="list-style-type: none"> • Provide relevant information for development proposals and ensure consent applications and newly constructed infrastructure is compliant with Council's Engineering Code of Practice and/or regional/national development standards as well as bylaws and the District Plan. 	<ul style="list-style-type: none"> • LIM's, PIM's, Building Consents and Resource Consents are responded to within statutory timeframes with all relevant information, appropriate advice, and conditions to guide/ensure compliance with development standards as well as local, regional and national legislation. • New private, and to be vested infrastructure is vetted through engineering planning, during and after construction to ensure it is compliant with all relevant standards, legislation and engineering practice.
<p>Contribute to delivering Council's strategic objectives through tactical solutions and technical engineering.</p> <ul style="list-style-type: none"> • Assist in the development of Council's strategic objectives. • Plan and implement tactical solutions that deliver Council's strategic objectives. • Support plans with sound technical engineering. 	<ul style="list-style-type: none"> • Tactical solutions are discussed in Asset/Activity Management Plans, the LTP and Infrastructure Strategy. • The District Plan is properly informed in line with Council strategic objectives through clear tactical solutions. Technical details are incorporated to ensure optimal engineering outcomes.
<p>Ensure Council's Engineering Code of Practice and District Plan deliver optimal infrastructure outcomes.</p> <ul style="list-style-type: none"> • Review and update Council's engineering code of practice to improve technical engineering guidance. • Contribute to the review of Opotiki's District Plan to ensure infrastructure is appropriately considered. 	<ul style="list-style-type: none"> • Council's Engineering Code of Practice is up to date with NZ's subdivision/development standards and regional infrastructure standards. • Council's Engineering Code of Practice and District Plan appropriately consider the districts unique infrastructure needs with regard to geography, geology, hydrology and demography. • Council's Engineering Code of Practice and District Plan appropriately consider Council's LTP, Infrastructure Strategy and Asset/Activity Management Plans.
<p>Manage Council's Development Engineering processes, consents, and bylaws.</p> <ul style="list-style-type: none"> • Review and update Council's development engineering processes and standard operating procedures. • Review existing, and produce new bylaws as needed to ensure optimal infrastructure outcomes for new and existing private developments. • Monitor, vet and renew resource consents associated with private developments. 	<ul style="list-style-type: none"> • Development engineering processes are optimised to efficiently deliver engineering conditions and guidance. • SOP's and responses to requests for service and/or information for various engineering issues are created to guide engineering staff and include reference to applicable legislation. • New and existing bylaws are created and brought up to date to ensure compliance with Council's infrastructure needs.

	<ul style="list-style-type: none"> • Vested resource consents from private developments are vetted and monitored to ensure practicality and ongoing compliance.
<p>Provide Technical Engineering Expertise</p> <ul style="list-style-type: none"> • Carry out technical drawing and engineering calculations as required by Manager. • Investigate complaints and requests from internal and external parties and provide written responses and reports as required. • Produce reports to Council and management as assigned by Manager. • Present reports to Council as required by Manager. 	<ul style="list-style-type: none"> • Technical solutions are correct and to a modern standard. • Technical drawings are completed digitally and in a timely manner. • Reports are well researched, accurate, complete and within required timeframe. • Reports are presented in a professional manner.
<p>Emergency, Faults Service Administration</p> <ul style="list-style-type: none"> • Provide advice and support to Operations Team. • Monitor/assess performance of private infrastructure at times of emergencies or faults. 	<ul style="list-style-type: none"> • Successful working relationship with Operations Team • Asset performance reports produced after emergency, disaster response.
<p>Relationships/communication</p> <ul style="list-style-type: none"> • Ensuring that the reputation of Council is enhanced and sound relationships are developed and maintained with the district community to advocate the interests of Council at local, regional and national levels. • Establishing and maintaining effective relationships with internal and external contacts, including government, Iwi and Hapū, regional council, aquaculture companies, and other partners. • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive. • Representing Council at appropriate events, meetings and conferences. • Building effective relationships with the Engineering and Services team and other staff across Council. 	<ul style="list-style-type: none"> • Processes implemented and monitored to enable a positive Council interface with the community. • Relationships with key decision-makers and opinion leaders in the community is positive and constructive. • Bicultural initiatives, consultation and relationships with Māori are improved. • Established network of partner contacts, effective communication with all partners. • Stakeholder lists are organised and maintained. • Regular stakeholder communications occur through different media. • Third parties receive responses, and their details are recorded in register for future reference. • Communications material is well managed, accessible and filed appropriately.
<p>Coordination Roles</p> <ul style="list-style-type: none"> • Providing supportive advice and guidance to part-time and casual staff • Coordinating with providers to conditions in service agreements • Helping to identify any training needs to promote a safe and enjoyable working environment. • Reviewing programmes and activities to ensure constant improvements in service performance. 	<ul style="list-style-type: none"> • Maintain good public relations. • Exceptions to service agreements minimised, all these reported to Manager. • Advice and guidance are provided to staff appropriately. • Performances improved where applicable.

Jobholder is accountable for	Jobholder is successful when
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks. • Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Providing leadership and encouraging commitment in all work areas to health, safety and well-being. • Contribution to Council's policy, practice and systems to ensure compliance with the legislation, regulations, approved codes of practice, information, guidance and advice. • Meet all health and safety requirements. • Regular Site audits of construction sites and reports uploaded in SHE. • Regular site inspection reports with photographic records are kept in the council system. 	<ul style="list-style-type: none"> • Reporting of events, investigation of events and monitoring of work areas, including contractors and volunteers takes place according to Council's policies and practice. • There is a culture of continuous improvement. • Internal and external auditing outcomes are positive and complimentary. • Incident reports and site audits are reported and followed up with corrective actions.
<p>Budget Management and Reporting</p> <ul style="list-style-type: none"> • Assisting in preparation of budgets. • Managing expenditure associated with development engineering. • Programming and implementing activities within budget. • Reporting as required detailing financial performance and progress. • 	<ul style="list-style-type: none"> • Programmes and activities completed within budget and to agreed standards. • Agreed timeframes and reporting requirements met. • Variances justified and reported in timely manner.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Bachelor's degree in civil engineering (or equivalent/similar).
- Development Engineering experience.
- CAD, GIS, project management and modelling software skills.
- General computer competency to advanced level.
- Good understanding of development engineering processes and NZ infrastructure standards.
- Good understanding of the Resource Management Act and District Planning.
- Understanding and commitment to customer services.

Key Job Competencies

- High standard of interpersonal, oral, and communication skills.
- Ability to coordinate with service providers to generate high quality outputs.
- Adaptable, able to manage with change in processes and organisation.
- Ability to apply innovative approaches to problem solving.
- Excellent organisational skills and proven ability to meet deadlines.
- Ability to work independently at a high level of competency.
- Ability to prioritise competing demands.

Manager

Date

Position Holder

Date