

JOB DESCRIPTION

Position:	Development Control Engineer	Department:	Assets
Reports to:	Director – Assets	Date:	October 2024

Purpose of position

- To connect Council's planning, building and infrastructure functions, ensuring Council's infrastructure and community interests are protected throughout the subdivision and land development and PIM processes.
- To provide accurate engineering advice to ensure optimal engineering decisions are made and quality outcomes are delivered.
- To support and fill in for the Services Manager, ensuring the continued delivery of quality 3-waters and waste services to the community.
- Ensure best practice process over development control to support responsible development outcomes

Key Accountability Areas

1. Provide accurate engineering advice to development applications.
2. Contribute to delivering Council's strategic objectives and plans
3. Manage Council's Development Engineering processes, bylaws and consents, DP and Infrastructure code compliance
4. Support and Deputise for Services Manager
5. Maintain Stakeholder Relationships
6. Health and Safety
7. Civil Defence
8. Special Projects and Other Duties.

Accountabilities

1. Provide accurate engineering advice to development applications.

Ensuring optimal engineering decisions are made and quality outcomes are delivered.

Key Outcomes

- Carry out site inspections and provide accurate pre-application advice and appropriate engineering conditions to building and resource consent applications.
- Ensure consents and newly constructed infrastructure are compliant with current Engineering Codes of Practice; relevant development standards; District Plan requirements; bylaws and applicable legislation, including the Building Act (BA) and Resource Management Act (RMA).
- Ensure the engineering aspects are effectively managed from consent application stage, through development works construction to final sign off.
- Ensure all land use and subdivision projects that do not need connections to Council services, do so according to the District Plan and environmental sustainability principles, particularly with regards to stormwater, wastewater discharge and use of freshwater resources.
- Work collaboratively to ensure liaison with asset managers, planners and other key staff occurs and that completed development meets appropriate standards.
- Evaluate s223 and s224 applications for compliance with resource consent conditions and ensure 'as built' engineering plans for proposed new subdivision and development work reflect what is built and are in accordance with the appropriate standards.
- Ensure as-built information is approved by the appropriate asset manager and correctly uploaded into Council's GIS database. .
- Undertake role of expert witness in Council hearings as required.

Performance Indicators

- Accurate pre-application advice is provided and LIMs (Land Information Memorandum) and PIMs (Property Information Memorandum), Building Consents and Resource Consents are processed accurately in a timely manner.
- Appropriate advice and consent conditions are provided in accordance with relevant development standards, codes of practice and legislation.
- Infrastructure is vetted through engineering planning, during and after construction to ensure they are compliant with all relevant standards, legislation and engineering practice.
- Infrastructure is built in accordance with the appropriate standards and 'as built' engineering plans are provided that reflect what is built.
- Timely approval of 'as built' information for s224 signoff.

2. Contribute to delivering Council's strategic objectives and plans.

Through tactical solutions and technical engineering, ensure effective delivery of Council infrastructure assets..

Key Outcomes

- 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.
- Review and update Council's engineering code of practice to improve technical engineering guidance.
- Contribute to the review of the District Plan to ensure infrastructure is appropriately considered.

Performance Indicators

- 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.
- 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.

3. Manage Council's Development Engineering processes, bylaws and consents**Key Outcomes**

- Review and improve systems and business practices to ensure quality information available for customers and stakeholders.
- 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.
- Investigate complaints and requests from internal and external parties and provide written responses and reports as required.
- Produce and present reports to Council as required.

Performance Indicators

- Timely and quality information is provided to customers and stakeholders.
- 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.
- Reports are well researched, accurate, complete and within required timeframe and presented in a professional manner.

4. Support and Deputise for Services Manager

When required, stand in for the Services Manager to ensure continued delivery of 3-waters and waste services to the community.

Key Outcomes

- Oversee and co-ordinate the efficient and effective operation of utilities functions.
- Provide asset and contractor management services for continued service delivery.
- Ensure physical works construction and capital projects management is undertaken in a safe and timely manner
- Commit to continuous improvement across all functions and good customer service delivery.

Performance Indicators

- Services and projects continue to be delivered without disruption.

5. Maintain Stakeholder Relationships

Ensuring that sound relationships are developed and maintained and Council's reputation is maintained.

Key Outcomes

- Establish collaborative relationships and communication with all key external and internal stakeholders.
- Representing Council at appropriate events, meetings and conferences.
- Building effective relationships with the Engineering and Services team and other staff across Council.

Performance Indicators

- Stakeholder register and relationships are maintained;
- Communication material is well managed, accessible and filed appropriately.
- Consultative process with interest groups maintained.

6. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

7. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

8. Special Projects and Other Duties

Key Outcomes

- Undertake special projects as directed by the Director - Assets.
- Collect and Analyse asset data for strategic planning purposes.
- Advise and assist with implementation of the 3-waters and solid waste activity functions and related projects.
- Undertake Record Management responsibilities

Performance Indicators

- Special Project outputs are met
- Asset data are collected and analysed as required.
- Appropriate advice is provided on trade waste-related projects
- Responsibilities of Council's Information Management Policy are met.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principal Relationships

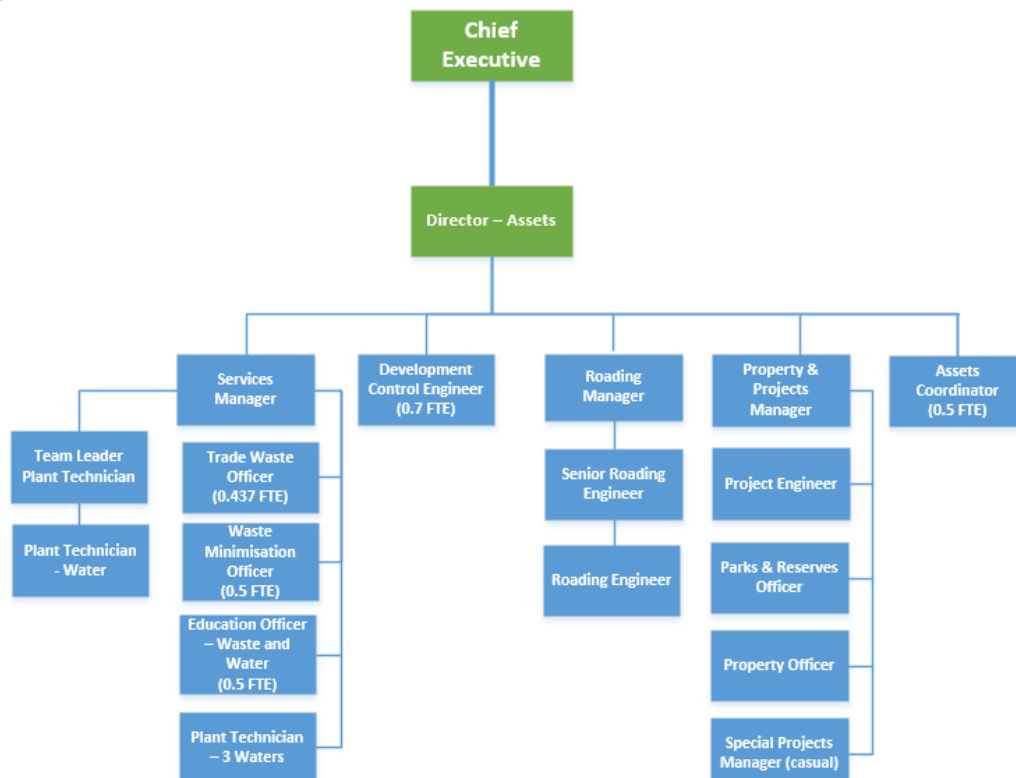
Internal

Elected Members
The Chief Executive
Director-Assets
Assets & Environmental Services staff
Customer/Communication Services staff
All Staff

External

Developers
Consultants and Contractors
Ratepayers and the public
District and Regional Councils;
Local Iwi and Stakeholder Groups
Central Government

Structure Chart



Ideal Person Specification

Education/Qualifications

Required - This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Qualification in either NZCE, NZDE or equivalent qualification
- An understanding of the Building Act and the Building Code, RMA, LGA
- Experience in the use of Codes of Practice and District Plan documents
- Ability to understand technical content presented in reports relating to geotechnical and other natural hazards
- An understanding and application of NZS4404:2010
- Excellent verbal and written communication skills including report writing and confident speaking.
- Competence in Microsoft suite of programmes.

Desired - In addition to the required fields, there are also a number of competencies where an expert level of knowledge/experience is desired.

- Chartered Professional Engineer (CPEng) with a minimum of 5 years' experience ideally in an infrastructure design and land development role
- Experience with:
 - Public and private wastewater and stormwater drainage design
 - Stormwater treatment and flood attenuation devices
 - Water reticulation
 - Public and private roads and car parks
 - Earthworks bulk excavation etc.
 - Resource consent reports and associated documentation
 - Project Management
- Capability to investigate and make clear decisions from technical report

Key Competencies

- Project and Contract Management Skills - ability to manage contracts for both capital items and operational programmes.
- Analytical/Research Skills - Reviews and analyses a wide variety of information
- Attention to Detail - Ensures information is complete and accurate.
- Collaboration - can demonstrate an ability to work well with others in a team.
- Communication – communicates clearly and concisely when seeking or providing information and produces clear written and well formatted reports which have clear recommendations for action.
- Cultural sensitivity and awareness - Recognises and values the benefits of the diversity of people, ideas and cultures
- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Finance and budget management - Applies financial concepts and practices to establish and maintain realistic budgets and ensure decisions are fiscally sound and responsible.
- Negotiation/Conflict Resolution -Utilizes appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done. Uses resources effectively and efficiently.
- Performance Management - Ensures that goals are consistently being met in an effective and efficient manner
- Problem Identification and Solution Skills - Identifies and defines problems by gathering relevant information and developing practical alternative solutions
- Relationship Building - Establishes a productive; cooperative and, inclusive environment with others.
- Working independently - The ability to work independently, with minimal supervision