

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

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| POSITION TITLE: | Flood Engineer |
| POSITION NUMBER: | 2252 |
| DIVISION: | City Services |
| DEPARTMENT: | Engineering Services |
| CLASSIFICATION: | Band 7 |
| REPORTS TO: | Senior Planning Engineer |
| DIRECTLY MANAGES: | Graduate Engineer |
| INTERNAL LIAISONS: | Employees at all levels of the business |
| EXTERNAL LIAISONS: | Employees at other Councils, ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments |
| DATE: | May 2017 |

POSITION OBJECTIVES:

The Engineering Services Department is responsible for the effective and sustainable management of Council's infrastructure assets, including the design, maintenance and delivery of a number of asset-related services.

The Flood Engineer will work closely with Drainage Planning Engineer to research and produce innovative and effective strategies for strategic flood studies, contributing towards plans for managing flood risks and identifying key drainage infrastructure

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Liaise with developers, consultants, Melbourne Water and CCMA to ensure sound and coordinated planning of main drainage and flood management infrastructure within developing areas and required measures are outlined.
3. Undertake the preparation of drainage (Council main drainage) and flood studies including flood mapping where required.
4. Implement actions from drainage and flood studies including preparation of design briefs for mitigation works and initiation of non structural measures including liaising with the Planning & Development Division in relation to amendments to the planning scheme.

5. Research and prepare specialist reports on drainage infrastructure master planning projects and flood studies. Undertake in-house flood studies related to land use planning, structure plans, rezoning and major development applications.
6. Project manage flood studies undertaken by specialist consultants, including the review of flood impact assessments prepared by consultants.
7. Provide timely drainage infrastructure planning input into various projects, including identifying and prioritising drainage special charge schemes and providing technical advice on complex drainage and flood management matters related to development applications and Government projects.
8. Prepare and/or assist in the preparation of Outline Development Plans for undeveloped residentially zoned land to determine road layout and main drainage infrastructure requirements (in conjunction/liaison with other Council Departments).
9. Provide technical input to the City of Greater Geelong Flood Management Plan, including the drafting of the flood study program.
10. Undertake a mentoring/coaching role that shares technical knowledge and experience with respect to drainage and flood management, with less experienced engineers.
11. Provide flood advice for Special Building Overlay applications including VicSmart Consent Applications, Flood Advice and Planning Permit referrals. Determine minimum floor levels for Consent Applications under Regulation 802 of the Building Regulations.
12. Assist with Planning Scheme Amendments to create flood overlays or zones within the Greater Geelong Planning Scheme and Initiate designation of flood-prone areas under the Building Regulations.
13. Maintain the City's digital Flood Prone Areas data including revocation of areas no longer requiring designation.
14. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time and
15. Adhere to all Council's policies and procedures relevant to this position.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of eg. sitting at the computer.
- Regular keyboarding associated activities.

- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Tertiary qualification in civil engineering or similar.
2. Significant experience in a similar role, including strong experience in flood hydrology and hydraulic engineering.
3. Demonstrated ability to apply sound knowledge of best practice flood engineering and relevant legislation.
4. Exceptional interpersonal skills including the ability to translate technical information into plain English.
5. Strong conceptual skills with experience in conducting research, analyzing data and synthesising results into tangible plans and outcomes.
6. An eye for detail and ability to identify and anticipate potential problems before they occur.
7. Commitment to adhering to the Council code of conduct, values, and all applicable policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for the production of reports and other resource material and the research/investigation of areas to be developed for residential purposes.
- The work is usually of an investigative and analytical nature and requires an ability to make decisions within area of expertise.
- The effect of actions taken and advice given may be significant on individual clients or a group of clients but is usually subject to review by a more senior employee.
- The freedom to act is governed by clear objectives with a regular reporting mechanism to ensure adherence to objectives.
- The position may represent Council at public meetings as delegated.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- This is a specialised position which is essentially strategic problem identification and respectively solving, in nature, to enable effective forward planning.
- Position will be required to make professional and sometimes complex judgments with minimal guidance.
- Problem solving will require an ability to review the bigger picture and implement solutions which may require the evaluation of competing priorities and pressures.
- Liaise with key stakeholders to facilitate sustainable urban growth activities in accordance with Council's needs and priorities.
- Assess, choose and implement appropriate research and consultation mechanisms
- Develop and maintain systems and procedures within the which the position operates
- Exercise good judgment and discretion in handling all matters of a confidential nature.
- Show initiative and innovation in approach to all aspects of the position.
- Counsel and guidance may not always be available in time to make a decision.

SPECIALIST SKILLS AND KNOWLEDGE:

- Ability to apply theoretical engineering principles in examining engineering documentation for development plans.
- Comprehensive knowledge of best practice flood study and investigation processes.
- Understanding of the Subdivision Act, Planning and Environment Act, Local Government Act, and other governing or relevant legislation.
- Competant user of XP storm, Tuflow, drains, GIS and other modeling software packages.
- Demonstrated understanding of the design and construction of civil infrastructure.
- Knowledge of social, economic and urban development trends.
- A good understanding of municipal drainage and flooding in a rural and urban environment.
- An understanding of the long term goals of the organisation to anticipate the information needs for decisions and to identify emerging issues in regards to the management of flooding and rural/urban stormwater runoff.

MANAGEMENT SKILLS

- Capacity to monitor and manage individual contribution and competing workflows to achieve leading service delivery and performance.
- Ability to provide effective and inspiring leadership to less senior staff.

INTERPERSONAL SKILLS:

- Proactive, positive and professional attitude with a flexible approach.
- Ability to liaise with a diverse range of internal and external stakeholders to the highest level with discretion and professionalism.
- Outstanding communication skills with the ability to positively negotiate and influence in order to effectively deliver solid results for the City.
- Highly developed written communication skills of an order sufficient to effectively prepare or review a range of formal communications which may have significant community reach.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification in civil engineering or similar.
- Postgraduate qualification would be advantageous.
- Significant experience and working knowledge of flood engineering, flood hydrology and hydraulic engineering.
- Broad municipal engineering experience with exposure to environmental design.
- Current Victorian Driver Licence.

HOW TO APPLY

Applications close: 5:00pm Friday 2 June 2017

Contact Person: Simon Harding, Senior Planning Engineer, (03) 5272 4485

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment & Workforce Management Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.