

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION : Senior Land Development Engineer

REPORTS TO : Infrastructure Manager

LOCATION : Alexandra

PRIMARY OBJECTIVE

To play a lead role in overseeing development in Central Otago to meet the needs of the community now, and in the future.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Subdivision and Land Use Engineering

1. To review, evaluate and provide specialist recommendations on land, infrastructure and services development for District Plan reviews, spatial plans, and plan changes.
2. Participate in early engagement meetings with developers and other professionals in relation to the engineering aspects of subdivision and development work.
3. Prepare consent conditions for engineering aspects of subdivisions and development work.
4. To assess engineering design information to ensure assets to be vested in Council comply with Council specifications.
5. To negotiate changes required and approve final design.
6. To attend sites during development construction to supervise the work of developer's contractors.
7. To liaise with other Council staff who may be required to attend the site during development construction.
8. To ensure completed developments are compliant with the conditions of resource consent.
9. To ensure that quality assurance information (including reports and as-built and vested asset information) is complete and in accordance with the Councils requirements.
10. To draft amendments to Council's Engineering Standards to reflect current statutes, policies, technology, and modern practices.

11. Answer public queries regarding Council's engineering standards and consent conditions.

Environmental Engineering

12. Contribute to specific project work to progress Council's sustainability and carbon reduction objectives as required.

ORGANISATIONAL ACCOUNTABILITIES

- Undertake other activities, duties or projects (including "internal projects") as directed by your manager/group manager in an efficient and effective manner.
- Attend and participate in emergency operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
- Assist Council, as required, in managing a civil defence event, having due regard to the safety of yourself and your family
- Responsible for exercising professional due diligence when undertaking the responsibilities of the role.
- Responsible for the safe management of consent and compliance activities and to support and enable the CEO and Council as a PCBU to fulfil their duties under the Health and Safety legislation.
- Champion, comply and promote Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

DELEGATIONS

This position has delegated decision-making authorities as listed in Council's Delegations Register and as delegated by the Executive Manager - Infrastructure Services.

The Council may from time-to-time delegate to the officer other specified powers and duties, all of which must be exercised with due care and diligence.

RELATIONSHIPS

External

Consultants
Public
Contractors
Developers
Otago Regional Council

Internal

Group Manager – Planning & Infrastructure
Infrastructure Manager
Infrastructure Team
Planning and Environment and Community
Services Team

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- A tertiary qualification in engineering or surveying.
- 5 years relevant work experience.
- Experience in subdivision construction an advantage.
- An understanding of resource management planning processes.
- Strong customer service focus.
- Able to work collaboratively with internal and external stakeholders.
- Excellent written and oral communication skills.
- Well organised and consistent in setting, prioritising, and meeting deadlines.



OUR STAFF VALUES



Be Respectful

- Listen to learn and understand
- Respect our differences
- Act with integrity
- Be patient and kind



Work together

- Collaborate
- Communicate
- Cooperate
- Think across the organisation



Be courageous

- Speak up
- Deliver the best
- Take smart risks
- Be open to change



Me manaaki tētahi ki tētahi, me pakihiwitahi te tū - kia haere tahi ai tātou

Respect each other, stand shoulder to shoulder - So that we may travel on this journey together