

## **POSITION DESCRIPTION**

<b>POSITION:</b> Waterway Engineer	
<b>DIRECTORATE:</b> City Planning and Communities	<b>GROUP:</b> Sustainable Places
<b>SECTION:</b> Local Planning	<b>REPORTS TO:</b> Team Leader Biodiversity, Coastal & Flooding
<b>GRADE:</b> H	<b>EMPLOYMENT TYPE:</b> Permanent Full-Time
<b>HOURS/WEEK:</b> 35	<b>POSITION No.:</b> 230
<b>DATE:</b> May 2025	

## **OUR VISION**

*“Empowering the community and visitors to enjoy and grow our opportunities”.*

## **OUR VALUES**

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

## **THE DIRECTORATE**

The City Planning & Communities Directorate is focused on planning and providing for a thriving and vibrant regional city with active, connected and engaged communities. The Directorate is responsible for delivering our sporting and cultural facilities, along with providing strong land use planning frameworks to support appropriate development and building activity across the City.

## **THE GROUP/SECTION**

Our Sustainable Places Group is responsible for overseeing the growth and conservation of our City, planning for our coastal areas and enhancing the long term viability of our natural resources. The Group also provides development assessment, building certification as well as regulatory and compliance services for a range of City functions.

## **POSITION OBJECTIVES**

- Develop studies, policies and strategies for the City of Coffs Harbour (City), with regard to water sensitive urban design and floodplain management.
- Assist the Team Leader Biodiversity, Coastal and Flooding in the development and implementation of outcome driven services, processes and systems.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

### **Customer Service**

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

### **Community Engagement**

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

## **Learning and Development (L&D)**

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

## **Sustainability**

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

## **Continuous Improvement**

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

## **Organisation Support**

- Support the leadership and management by:
  - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
  - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
  - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
  - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
  - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

## **KEY AREAS OF RESPONSIBILITY**

- Deliver on the priorities set by the Team Leader Biodiversity, Coastal & Flooding.
- Develop, review and implement studies, strategies, policies and technical guidelines that relate to water sensitive urban design and floodplain management, in accordance with Commonwealth and NSW planning, local government and environmental legislation and in collaboration with the Senior Waterway Engineer.
- Assist to maintain the currency of flood data within the City's Geographical Information System and property information systems; and provide accurate and timely information from these databases for statutory certificates and other documents.



- Project lead, project manage and/or assist on team projects in a collaborative manner and as instructed by the Team Leader Biodiversity, Coastal and Flooding.
- Undertake community consultation for projects to ensure effective communication of information to all key stakeholders, customers and the general community during the development of strategy and policy.
- Prepare detailed comprehensive reports to senior management, Council and other stakeholders as required in collaboration with the Senior Waterway Engineer
- Attend Council and Councillor briefings and meetings as required.
- Formulate policy and co-ordinate programs relating to specialist technical functions.
- Undertake Development Application referrals for water sensitive urban design and other referrals as required.
- Assist with specialist flooding advice or other activities of the City Infrastructure Directorate as required.
- Assist with the delivery of eBusiness services and systems, as prioritised by the Team Leader Biodiversity, Coastal & Flooding.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

### **KEY RELATIONSHIPS**

- Group Leader and Section Leaders of Sustainable Places Group
- Team Leader Biodiversity, Coastal & Flooding
- Senior Waterway Engineer
- Professional Officers in Sustainable Places and City Infrastructure Groups
- City of Coffs Harbour Leadership Team

### **OTHER POSITION REQUIREMENTS**

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start times and finish times within this span will be arranged with the People Leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
  - Civil Liability Allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake



occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

## **QUALIFICATIONS/LICENCES/EXPERIENCE**

### **Essential**

- Relevant degree qualification and demonstrated relevant experience at an appropriate level (ie. Floodplain Management, Civil Engineering or related discipline)
- National Construction Induction Certification (Whitecard)
- Current Class C driver's licence.

### **Desirable**

- Demonstrated experience and knowledge in applying current NSW Planning and Local Government Legislation.

## **CAPABILITIES**

- Demonstrated high level of interpersonal, oral and written communication skills.
- Demonstrated ability and commitment to working in a team environment.
- Demonstrated and well developed computer literacy.
- High level time management skills.
- Knowledge of relevant legislation in the New South Wales Planning system.
- Proven success in obtaining and managing grants.
- Demonstrated community engagement skills.

## Position Demands Analysis

### Waterway Engineer

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	3	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5 - 9.1kg	0	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	0	Balancing	0
Repetitive Lifting	0	Walking for extended periods	1	Hearing above background noise	0
Pulling Loads > 5kg	0	Walking on uneven ground	0	Depth perception	0
Pushing loads > 5kg	0	Frequent bending / stooping	0	Colour vision	0
Lifting with trunk twisting	0	Shovelling / digging	0	Fine manipulation	0
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	0	Dust Mask / Respirator	0	Reflective vest	0
Hard hat	0	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours / Mists / Fumes	0
Liquids	0			Possible exposure to sharps	0
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	2	Working near machinery	0	Slippery surfaces	0
Outside work	2	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	2	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	0
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	0	Fatigue	0	Violence / aggression from animals / wildlife	0