

POSITION DESCRIPTION

<p>POSITION TITLE:</p> <p>Development Engineer / Officer</p>	<p>DIVISION: ASSETS DEPARTMENT: DEVELOPMENT LOCATION: HEAD OFFICE PERMANENT F/TIME</p>	<p>DATE: 5 March, 2010</p>
<p>REPORTS TO:</p> <p>Manager Development</p>	<p>ROLES REPORTING TO SAME MANAGER:</p> <ul style="list-style-type: none"> ▪ Development Coordinator ▪ Development Assistant ▪ Development Officer (Land Transfers) 	<p>ROLES REPORTING TO POSITION:</p> <p>Nil</p>
<p>PRIMARY OBJECTIVE:</p> <ul style="list-style-type: none"> • Processing of development, building and plumbing applications within required timeframes • Liaise with property developers, consulting engineers, council officers, industry representatives etc. regarding development proposals and processes • Assist in the review and creation of development processes, guidelines, policies and Application / Certificate Form design • Conduct engineering checks of proposed development design / construction plans. • Liaise with relevant officers with regard to “system” capacity to support development proposals. 		
<p>FREEDOM TO ACT:</p> <ul style="list-style-type: none"> • The incumbent is expected to work under general supervision, and be accountable for advice given within their area of expertise. • Use judgement within the incumbent’s range of qualifications and experience, when in doubt refer to the Manager Development or other appropriate employees. 		
<p>KEY CHALLENGES:</p> <p>BLW is a new corporation and offers the incumbent an exciting opportunity to assist the Corporation develop, succeed and prosper as well as to gain valuable personal experience in the Water industry. Assess and process water and sewer related Development and Building applications. Assist in the development of Ben Lomond Water’s image in the community as a key service provider and as a workplace of choice.</p>		

<p>ORGANISATION DIMENSIONS:</p> <ul style="list-style-type: none"> • Customers 50,000 + • Employees 180+ • Revenue \$50 million + • Key sites 4 <p>KEY RELATIONSHIPS / INTERACTIONS:</p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Work colleagues throughout the Assets' Division <p><u>External Customers</u></p> <ul style="list-style-type: none"> • Property owners, Developers, Consulting Engineers • Regional Council representatives (Development) 	<p>QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIREMENTS:</p> <ul style="list-style-type: none"> • Civil Engineering Degree (Engineer), Diploma (Officer) • Experience in development assessment of water and sewerage infrastructure • Sound PC skills in a Windows environment • Experience in using word processing, database and spread sheeting software as well as record keeping • Ability to communicate effectively (written and verbal) • Sound negotiation and interpersonal skills including the ability to work cooperatively with staff, property developers, business representatives and the general public. • Ability to work effectively with minimum supervision and to seek assistance when appropriate. • Commitment to the philosophy of continuous improvement.
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KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE MEASURES
Water and Sewer related Development Applications	Assess and process development applications. Liaise with property developers, consulting engineers, business representatives, local government staff and the general public.	Applications are processed in an accurate and timely manner. Maintain daily records of progress re: Development applications in the Corporate system.
Communications	Conduct business by written correspondence / email, discussions - "in person" or by telephone. Actively participate in departmental meetings.	Satisfactory feedback from colleagues and from a "Customer" survey.
Record Keeping	Archive documents. in the corporate information management system	Accurate and timely.
Staff training	Participation in staff training as required.	Attend training and implementation of skills acquired
Management System	Assist with the development and maintenance of the BLW Development Management System.	Assist with the development and maintenance.
Ben Lomond Water Establishment	Additional Tasks and Duties allocated consistent with the primary objective of this Position Description and/or within employee's ability to perform.	Willingness to take a cooperative and proactive approach to assist in the establishment of BLW processes.
<p>Occupational Health & Safety: Whilst at work the employee will:</p> <ul style="list-style-type: none"> • Take reasonable care for his/her own health and safety and for the health and safety of other people, including people working under his/her supervision or direction who may be affected by his/her acts or omissions at the workplace; and • Comply with any direction given to him/her by his/her manager, a workplace safety representative or responsible officer / accountable person with respect to any health and safety matter under the current Workplace Health and Safety Act. • Report all incidents and also hazards that cannot be rectified immediately. • Promote awareness and undertake duties in accordance with OHS legislation and BLW policies and procedures. 		

Approved by:..... **Date:**.....