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| Position Title | Work Permit Officer |
| Department | City Assets |
| Unit | Infrastructure Services |
| Team | Development Engineering Services |
| Supervises | N/A |
| Reports To | Coordinator Development Engineering Services |
| Grade | |
| Date Prepared | 18/10/2021 |
| Date Last Updated | 18/10/2021 |

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

Undertake approvals and construction inspections for road reserve work and stormwater connections under the Road Act and the Local Government Act, in accordance with Council's Engineering Standards, relevant technical specifications and policies.

Accountabilities

- Pre and post construction, footway and road reserve damage inspections and reports
- Design and assess Vehicular Footway Crossings (VFC) and footpaving constructions
- Issue Street Boundary Alignment Levels
- Issue Road Openings Permit
- Issue Standing Plant/Crane/Concrete Pump Permits
- Issue Hoarding Permits
- Stormwater connection approvals to Council's drainage system and approve stormwater drainage civil works within Council's roads and reserves that are associated with private developments
- Assess and approve road pavement and kerb & gutter construction
- Consult with Council's Landscape Architects for CBD landscaping works
- Assess and approve civil works for developments within the footway/road reserve
- Monitor building construction sites to ensure that Council infrastructure assets adjoining the sites are protected
- Ensure that approved Traffic Control Plans for pedestrian, workers and vehicular safety are in place for all work sites
- Follow up unrestored builder's damage and arrange for cost recovery of damage through Council's Sundry Debtor Accounts
- Liaise with applicants, builders, developers, private certifiers, ratepayers, Public Utility Authorities, Government agencies and others as required
- Coordinate with and provide relevant information for Council's Risk Management team for legal claims

- Give input, recommend updates and implement relevant sections of Council's Development Engineering Standards for approved developments

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

| Capability Group | Capability Name | Level |
|---|-------------------------------------|--------------|
|  Personal Character | Lead Self | Adept |
| | Display Resilience | Intermediate |
| | Act with Integrity | Adept |
| | Safety and Accountability | Intermediate |
|  Relationships | Communicate and Engage | Intermediate |
| | Customer and Community Focus | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Intermediate |
|  Results | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Innovate and Improve | Intermediate |
| | Deliver Results | Intermediate |
|  Resources | Finance | Intermediate |
| | Assets and Tools | Intermediate |
| | Technology and Information | Intermediate |
| | Procurement and Contracts | Intermediate |
|  People Leadership | Manage and Develop People | N/A |
| | Inspire Direction and Purpose | N/A |
| | Optimise Workforce Contribution | N/A |
| | Lead and Manage Change | N/A |

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

| Group & Capability | Level | Behavioural Indicators |
|------------------------------|--------------|---|
| Personal Character | | |
| Act with Integrity | Adept | <ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, • Consults appropriately when issues arise regarding misconduct, unethical behaviour and |
| Results | | |
| Plan and Prioritise | Intermediate | <ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules |
| Relationships | | |
| Customer and Community Focus | Adept | <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services |

| | | |
|----------------------------|--------------|--|
| | | <ul style="list-style-type: none"> • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services |
| Resources | | |
| Technology and Information | Intermediate | <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness |
| Results | | |
| Think and Solve Problems | Intermediate | <ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solution |

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Civil Engineering related TAFE Certificate/Diploma with a minimum of 3yrs related experience or a Civil Engineering University Degree
- Current Class C Drivers Licence

Essential Experience

- Demonstrated experience in the design, construction and restoration of Council infrastructure such as roads, drainage and traffic
- Demonstrated extensive experience in concrete construction such as vehicular crossings, footpaving and kerb and gutter
- Demonstrated knowledge of erosion and sediment control for construction sites
- Demonstrated knowledge of traffic management and traffic control around construction sites
- Demonstrated basic knowledge of stormwater hydraulics
- Demonstrated preparation of basic construction plans using AutoCAD
- Demonstrated knowledge on how to set up and use surveying equipment such as an automatic level

Desirable Qualifications and or Experience

- WHS General Construction Induction (White Card/Certificate)
- Previous experience with ECM, and Pathways software packages

| HUMAN RESOURCES USE (SELECT YES OR NO) | YES | NO |
|---|--------------------------|--------------------------|
| Does this position fall under the definition of child related employment? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence | <input type="checkbox"/> | <input type="checkbox"/> |
| Will incumbent need to make disclosure of pecuniary interest? | <input type="checkbox"/> | <input type="checkbox"/> |
| Could there be a conflict of interest with secondary employment? | <input type="checkbox"/> | <input type="checkbox"/> |