

Position Description

Date Reviewed:	July 2026	
Position:	Infrastructure Development Engineer	
Business Unit:	Infrastructure	
Directorate:	Utilities	
Location:	Civic Centre	
Reports to:	Business Manager Infrastructure	
Remuneration:	Grade 13 (plus 3.5% Civil Liability Allowance)	
Award Classification:	Band 3 Level 4	
Hours of Work:	35 Hours Per Week 8:30am – 5pm 43-minute lunch break 9-day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.
Vehicle:	Fully maintained leaseback vehicle	

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

The Infrastructure Development Engineer is responsible for providing engineering services relating to the planning, assessment, delivery, operation and management of Council's water, sewer and stormwater infrastructure. The role ensures that development outcomes are appropriately serviced, comply with relevant legislation and Council standards, and contribute to the sustainable growth of the local government area.

The position is responsible for assessing development and subdivision proposals, managing developer-funded works and infrastructure contributions, administering approvals under the *Water Management Act 2000*, maintaining and improving asset management systems and GIS data, and delivering infrastructure projects that support Council's strategic and operational objectives.

The role provides expert technical advice to internal and external stakeholders, contributes to the development of engineering standards, policies and procedures, and supports the effective planning, renewal and management of Council's water, sewer and stormwater assets.

Position Duties

- Assess development applications, subdivision proposals and referrals relating to water, sewer and stormwater infrastructure, including the determination of developer contributions, engineering conditions and approvals under the *Water Management Act 2000*
- Review, approve and audit engineering designs, developer-funded works and private infrastructure to ensure compliance with relevant legislation, Council policies, standards and approved plans
- Manage and maintain Section 64 Developer Contribution Plans, engineering standards and associated policies to support sustainable growth and infrastructure delivery
- Provide specialist engineering advice and support to Council staff, developers, consultants, government agencies and the community, including participation in pre-lodgement meetings and strategic planning activities
- Oversee the management of water, and sewer asset information, including GIS data, asset registers, condition assessments and long-term renewal planning
- Identify and implement opportunities to improve infrastructure performance, asset management practices and sustainable service delivery outcomes
- Manage operational and capital infrastructure projects, including procurement, contract administration, construction supervision, contractor management and compliance with workplace health and safety requirements
- Maintain accurate and complete records in accordance with Council's Records Management Policy and Code of Conduct
- Undertake additional duties consistent with the skills, experience and requirements of the position

Essential Selection Criteria

- Tertiary qualifications in Civil Engineering, Environmental Engineering, Asset Management, GIS or a related discipline, together with demonstrated knowledge of water, sewer and stormwater infrastructure design, construction, operation and maintenance
- Demonstrated knowledge of relevant legislation, standards and industry guidelines, including the *Water Management Act 2000*, *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, Australian Standards, WSAA Codes and NSW Best Practice Management Guidelines
- Demonstrated experience in development assessment and developer servicing, including the assessment of development applications, engineering plans and subdivision proposals, determination of engineering conditions, administration of Section 64 Developer Contributions, and issuance of Notices of Requirements (s306) and Certificates of Compliance (s307), or equivalent statutory approvals
- Demonstrated experience in infrastructure asset management, including asset register maintenance, infrastructure planning, condition assessment and lifecycle management of water, sewer and stormwater assets
- Proven experience in the delivery and management of engineering and infrastructure projects, including procurement, contract administration, construction supervision, compliance auditing, quality assurance and workplace health and safety requirements
- Highly developed communication, stakeholder engagement and organisational skills, with the ability to prepare technical reports and recommendations, provide professional advice to internal and external stakeholders, manage competing priorities and build effective working relationships across the development industry, government agencies and the community
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Goulburn Mulwaree Council
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct

Desirable Selection Criteria

- Experience within a local government or water authority environment
- Experience updating Development Servicing Plans, engineering policies and technical standards

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	- Independently assess routine to moderately complex development applications and determine appropriate water and sewer servicing requirements. - Issue Notices of Requirements (s306) and Certificates of Compliance (s307) under the <i>Water Management Act 2000</i> for major developments. - Manage a utilities capital project or developer-funded works project from inception through to completion.
Level 2:	- Administer service contracts and capital works contracts, including contractor performance management, claim assessments and compliance monitoring. - Lead complex development assessments and provide specialist technical advice on engineering conditions, infrastructure servicing and developer contributions.
Level 3:	- Review, develop and implement Council's Water, Sewer and Stormwater Design and Construction Standards, ensuring alignment with WSAA codes and industry best practice. - Lead the review and update of Section 64 Developer Contribution Plans and provide strategic infrastructure planning advice. - Lead significant asset management initiatives, including lifecycle planning, infrastructure strategies, GIS improvements and long-term renewal programs.
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					√
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting	√				
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist					√
Standing	Tasks involve standing in an upright position without moving about	√				
Driving	Tasks involve operating any motor powered vehicle	√				
	Tasks involve driving vehicle on unsealed roads	√				
Sitting	Tasks involve remaining in a seated position during task performance			√		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					√
Walking/Running	Tasks involve walking or running on even surfaces	√				
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects					√
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	√				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)	√				
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands	√				
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing	√				

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night				√	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment				√	
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance				√	
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)			√		
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust	√				
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc.					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare	√				
Sunlight	Exposure to sunlight	√				
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room	√				
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	√				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height					√
Manual Handling	Tasks involve manual handling	√				
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	