

Position description

Stormwater Engineer Design (S7.11)

Summary information

Section	Asset Design	Directorate	City Architect and Transformational Design
BCC number(s)	BCC1619, BCC1620, BCC1621, BCC1623, BCC1624, BCC1625 and BCC1631	Position type	Permanent, full-time
Grade	Grade 16	Skill descriptor	Band 3 Level 3
Reports to	Senior Coordinator Engineering Design (S7.11)	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2025		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible for contributing to creating a livable, safe and sustainable Blacktown City through design of stormwater infrastructure and catchment management across the North West Growth Area.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree in Civil Engineering or related field
- At least 4 years post-qualification experience in the survey, investigation and design of stormwater drainage infrastructure and estimates
- Knowledge of applicable legislation/regulations
- Demonstrated computer literacy and extensive design experience with AutoCAD, 12D and water engineering applications such as DRAINS, HEC-RAS, XP-RAPTS, TUFLOW and MUSIC
- Demonstrated commitment to customer service and ability to work within a team environment
- Current class C driver's license

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Complete allocated civil designs and tasks in accordance with professional engineering standards, and ensure they are of high quality that meet Council's specific requirements, addressing multiple objectives such as, and not limited to, improved amenity, urban heat and safety
- Ensure that all allocated design tasks are completed by agreed dates, to budget and in accordance with agreed performance targets

- Assist in the preparation of technical stormwater documents and provide technical expertise to internal and external stakeholders
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Ensure that designs are consistent and completed in accordance with professional engineering standards, satisfy a high standard and meet Council's specified requirements
- Ensure all allocated design tasks are completed by agreed dates and in accordance with agreed performance targets.
- Undertake project management activities necessary to satisfactorily complete designs, meet timeframes and budget.
- Manage financial budgets.
- Liaise with internal and external customers with regards to engineering stormwater information and clarifying Council's requirements in accordance with Council's documents and guidelines.
- Ensure requests for all design inputs including S7.11 development referrals meet our KPIs.
- Provide timely and accurate engineering stormwater advice and recommend appropriate conditions in the assessment of Development Applications to internal and external customers.
- Prepare engineering stormwater drainage designs reflecting current "Best Practice" and to maintain acceptable environmental and engineering standards.
- Conduct or supervise major flood studies and trunk drainage investigations, reporting on findings and recommending appropriate course(s) of action or options to provide the community with cost effective, environmentally sensitive stormwater drainage systems.
- Write tender briefs and supervise engineering and/or other consultants engaged on providing professional investigation and/or design services in respect of, but not limited to, stormwater infrastructure inclusive of water sensitive urban design, flood studies, floodplain management studies and plans and Review of environmental factors, environmental impact statements and related background studies. Prepare and administer contracts with consultants to ensure that all design works have been carried out in accordance with the brief.
- Negotiate and attend meetings with public utility authorities, government authorities, private organisations, property owners, community groups and others regarding a wide range of design activities.
- Undertake design studies as directed by the Manager of Asset Design.
- Investigate and report on need for legal actions within the terms of delegation for non-compliance with Council's requirements.
- Provide when required input to all design planning issues within the City.
- Attend to counter enquiries concerning professional engineering advice in regard to stormwater management and related matters.
- Liaise with internal and external customers to ensure that all designs meet the requirements and procedures of the proposed construction methods.
- Remain informed of any technological advances pertaining to the engineering profession in general and water and environmental engineering in particular. Especially in relation to computer-based design aids, stormwater management, proprietary products and services

- Attend seminars, workshops and conferences, where approved, to improve technical knowledge and enhance or acquire essential skills.
- Maintain adequate records of all investigations and designs and conform to the requirements of Asset Design's Quality Management System. Particularly in relation to computer catchment model(s) data files, catchment files, catchment plans and other relevant and/or critical information.
- Inform the Senior Coordinator Engineering Design (S7.11) and Coordinator Drainage Development Assessment on emerging or current issues which will impact upon or be of interest to Council.
- Provide timely and accurate technical advice to internal and external customers concerning issues relating to stormwater, catchment and floodplain management.
- Ensure that requests/complaints on all designs allocated are processed promptly within accordance with performance targets.
- Ensure effective and harmonious working relationships with other design staff and ensure communication is maintained through regular meetings.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: