

Position Description – Infrastructure Services Development Engineer

The position reports to: Infrastructure Planning Manager **Grade:** 16

Hours of work: Full-time – 40 hours per week

Position purpose:

As a member of the Infrastructure Services team this role is responsible and accountable for ensuring that Council's infrastructure interests are protected through subdivision and land development processes, development plans for assets are produced in a proactive manner and assets created through development projects are updated in the asset management systems.

The Key areas of responsibility include:

Technical Advice and Support	• Provide infrastructure inputs into Resource Consents applications, LIMs and PIMs processing. • Formulate draft conditions of consent in accordance with the RMA, Council's operative District Plan, West-Coast One District Plan, current policies and Council's Engineering Standards for Subdivision. • Provide technical advice to internal & external customers on matters relating to subdivisions.
Asset Management	• Ensure development plans for assets are produced in a proactive manner and are incorporated into the relevant Asset Management Plan.

	• Databases and other information systems are updated with assets created through development projects.
Protect Council's Interests	• Assets vested in Council through subdivision and land development meet Council's requirements. • Engineering conditions for resource consent applications are specified, in situations not covered by the Engineering Standards for Subdivision, in a legal and fair manner that protects the interests of all ratepayers. • Engineering drawings and specifications received are of a satisfactory standard.
Planning and Reporting	• Preparation and delivery of Reports to Council, providing input into Long Term Plans and Annual Plans; and Annual Report, Quarterly and Monthly reporting, and other reporting as required.
Stakeholder & Relationship Management	• Build and maintain constructive relationships with land developers, planners and designers. • Collaborate cross-team on strategic and operational initiatives.
Health, Safety & Compliance	• Ensure all managed assets, staff, and contractors comply with current health and safety regulations, risk management, and BDC policies. • Support emergency management and the Council's civil defence responsibilities as required. • Champion a proactive culture for safety, environment, and accessibility.

Deliverables:

Big picture	• Council assets under management are maintained and operated to agreed service, compliance, and safety standards. • Timely, cost-effective delivery of works and services within approved budgets.

	• Effective leadership, staff development, and positive team culture. • High standards of customer experience and positive engagement with internal/external stakeholders. • Up-to-date asset and fleet data available for planning and renewal. • Evidence of continuous improvement, reduced downtime/risk, and support to Council strategic initiatives.
Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against personal KPIs • Take an active role in personal goal-setting, learning and development • Correctly and appropriately use technology as required for the role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Comply with all legislation and Council policies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Set a positive example for punctuality, attendance and work ethic
People & Capability	• Be a positive and constructive team member • Collaborate on cross team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep self and others physically and psychologically safe and well • Attend, be prepared for and engage constructively in all meetings • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels • Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for role)
Requirements for all staff	• Buller district council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure

	and ensure that all hazards, risks and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.
Emergency Management requirements for all Council Staff	• Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include: • Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event. • Respond to civil defence emergencies or adverse events wherever possible and if it is safe. • Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups

Group Manager Infrastructure Services, Manager Infrastructure Delivery, Manager Infrastructure Planning, Group Manager Regulatory Services, Co-ordinator Asset Programs, Co-ordinator Drinking Water, Co-ordinator Wastewater and Stormwater, Roading Co-ordinator, Regulatory Services Staff	Resource Management Commissioners and Hearings members, Ministry of Transport & New Zealand Transport Agency, Transport & Road Safety Committees, Ministry of Health & Te Whatu Ora Health New Zealand, Ministry for Environment, Ministry for Business, Innovation & Employment, Department of Conservation, Audit NZ, Civil Defence & Emergency Management, Lifelines & Community Groups, Boards & Societies, Regional & Other District Councils, Council Controlled Organisations, Consultants, Contractors and Developers.	Customers & Community Members and Tangata Whenua & Iwi, members of the general public.

Skills and Experience (JD Specific)

Essential	Desirable
1. Tertiary qualification in civil engineering or related field 2. Minimum 10 years post qualification experience, such as: • Subdivision and land use consent applications. • Earthworks for land development. • Roading (urban and rural). • Drainage (stormwater and sewerage reticulation). 3. High standards of customer service, communication (written and oral), and relationship management. 4. Excellent organisation, digital literacy (e.g., MS Office, asset or fleet management software). 5. Valid full NZ driver's licence.	Experience in delivery of water, sewer, stormwater and roads design and construction/rehabilitation programmes and awareness of building construction/rehabilitation programmes. Demonstrate high level written and verbal communication skills in explaining engineering and planning issues to the public, management and developers. Resource Consent application processing LIMs and PIMs infrastructure inputs Experience in Development Engineering: • Subdivision, land use, building consent application processing

	Section 224 processingAuditing of engineering designs and documentations relating to subdivisions and land use consent. Experience in quality management practices. Knowledge of civil construction methods, materials and products. Demonstrated ability to use Microsoft Office Suite and role related software e.g. GIS, etc. Conversant with the Local Government Act and Resource Management Act. Sound knowledge of local government procedures, protocol and policies. Ability to analyse and establish new policies an procedures. Ability to communicate in English on an advanced level.

Education, Qualification, Memberships

Essential	Desirable
Tertiary qualification in civil engineering or related field	Minimum 5 years post qualification experience, such as: • Subdivision and land use consent applications. • Earthworks for land development. • Roading (urban and rural). • Drainage (stormwater and sewerage reticulation).