

## Local Council Position

The selection criteria for this position are highlighted in red in the advertisement below. It is often useful to telephone the 'Contact Centre' to discuss the selection criteria, the preferred background of potential candidates, preferred skills etc. The contact person may be your new boss or co-worker, so be prepared for a 'mini-interview' if you do call.

You should also download the information package as soon as possible. This will usually contain: a list of the selection criteria, the duty statement/job description, employment policies and sometimes relevant materials about the department and the work team.

### Land Development Engineer

## Mount View City Council

**Grade 12:** A\$50,767.63 - A\$55,628.35 pa, dependent on skills, competencies and experience.

We are seeking a self-motivated professional to join the Land Development Section of Council's Assets and Infrastructure Department. The successful applicant will be responsible for the processing of development applications (subdivisions), inspections, and providing engineering input and advice for development applications and assessments.

A degree in Civil Engineering or equivalent is essential, with recent relevant experience (preferably minimum of 2 years) in Development Assessment and Engineering Design & Construction of civil works associated with the development.

An information package can be obtained by downloading the document located on this page or by contacting Council's Contact Centre on 1234 5678. Written applications addressing the criteria as set out in the Job Description & Person Specification within the Information Package, together with a resume and contact details of two recent referees should be forwarded by Friday 28th April 2006 to:

Recruitment Coordinator  
Mount View City Council  
Locked Bag 7064  
Mount View NSW 1871  
hr@example.gov.au

## Person Specification – LAND DEVELOPMENT ENGINEER

### Essential

### Experience

1.1 A minimum of two years postgraduate experience in development assessment, engineering design, construction supervision and the subdivision process is required.

1.2 Experience in handling a wide range of complex applications relating to development on commercial, residential, industrial zoned land.

1.3 Relevant IT and computer skills.

### Qualifications

2.1 TAFE qualifications in Civil Engineering.

2.2 A university degree is desirable.

2.3 A current drivers licence.

### Knowledge

3.1 Demonstrate a clear understanding of hydraulic engineering.

- 3.2 Demonstrate communication and personal skills in explaining engineering and planning issues to the general public, management, etc.
- 3.3 Report writing skills.
- 3.4 Demonstrate working knowledge of pavement design principles.
- 3.5 Familiar with the EPA Act 1997, the Roads Act 1993, the Local Government Act 1993 and other relevant legislation.
- 3.6 Experience dealing with other state bodies, including the RTA, NRWS, NSW Police etc.

### **Desirable**

### **Training**

Continuing professional development as appropriate.

### **Special Skills**

Multi-skilled in planning, building and engineering.

# Martin Leadman

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Recruitment Coordinator  
Mount View City Council  
Locked Bag 7064  
Mount View NSW 1871  
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27.4.06

Dear Recruitment Coordinator,

## **RE: Land Development Engineer Position Grade 12**

I am very interested in the position above and I believe I meet your requirements not only in terms of relevant experience, qualifications and knowledge, but my employment history shows that I am a flexible, culturally aware professional with the ability to adjust easily and contribute fully in the workplace. With a sound awareness of OH&S issues, and an attitude of tolerance and respect for fellow workers, I value an employer who respects and rewards hard work.

Below I set out my suitability for the position, with reference to the Person Specification in the Information Package.

### **Experience**

- 1.1 As you will see from my résumé, I have been employed in the Civil Engineering and Survey Design field since 1992. I have held positions as a Survey Design Officer, a GIS Technician and Sewer & Water Main Designer for Public Works, and have been involved in a wide range of commercial, industrial and residential planning projects. As a result of my various Engineering and Survey Design positions, I have gained substantial experience in development assessment, engineering design, construction supervision and the subdivision process.
- 1.2 I have extensive experience working with Surveying and Engineering computer applications, including: AutoCAD, Land Development Desktop, CivilCad, Microstation Design software. In addition, I have been employed as a GIS Technician. In addition, I am a competent user of MSWord, the internet and email.

### **Qualifications**

- 2.1 I hold a Diploma in Civil Engineering from the Pacific Institute of Technology, and I am currently enrolled in the Bachelor in Civil Engineering degree through the University of Southern Queensland, with substantial advanced credit awarded in recognition of my prior Diploma.
- 2.2 I anticipate completion of my Bachelors degree within the next two or three years.
- 2.3 I hold a current Class C NSW drivers licence and have an excellent driving record.

## **Knowledge**

3.1 My hydraulic engineering experience includes the design of storm and sanitary connections, checking of capacity calculation for storm water detention systems, and the carrying out of work as executed surveys for both on-ground and underground detention systems. I have also undertaken volume calculations and I have provided fixture restriction elevations to avoid surcharge. In addition, I have knowledge of hydraulic grade line (HGL).

3.2 All my roles have called for communication and personal skills in explaining engineering projects and requirements to a wide range of stakeholders. For example, as a Survey Design Officer with the Public Works Department in Fiji I had responsibility for attending to issues from members of the public and providing feedback on field inspections. As a Survey Design Officer with Vancouver City Council I provided technical and practical information regarding sewer and water infrastructure to the public, mechanical consultants, developers and other city staff.

3.3 Throughout my career in Surveying and Engineering I have been called on to write reports for a variety of readerships. I have written technical reports such as assessments of Development Applications, as well as reports for management and public readership on planning issues.

3.4 Through my experience in Public Works and Survey Design, I have gained experience with pavement design principles. For example, I am aware of the critical factors that influence the design of pavements, including: the type of road, type of usage (eg rural, main road, current and projected traffic volumes) and California bearing ratio (CBR).

3.5 Familiarity with the legislative framework relevant to Land Development is both a component of my studies in the Civil Engineering degree program through the University of Southern Queensland as well as an active demand of my current position. I am aware of the scope and requirements of the EPA Act 1979, the Local Government Act and regulations concerning sewerage, drainage etc. In my previous roles in Canada and Fiji I was also required to keep up-to-date with relevant legislation and was responsible for legal and utilities searches, giving me general experience with regulatory contexts and procedures.

3.6 In my current role as Survey Assistant, I am at times required to negotiate with relevant state bodies to ensure access, safety and boundary definition, particularly the RTA, NPWS, the Department of Planning and the EPA.

## **Training**

4.1 I am actively engaged in continuing professional development through my studies for the Bachelor in Civil Engineering. However, I also welcome any opportunity to undertake additional professional development and training activities to support my development of skills and knowledge as a Land Development Engineer.

## **Special Skills**

As my résumé shows, I am multi-skilled: an experienced Civil Engineer, Survey Design Officer and GIS Technician. The breadth of my experience – which spans Public Works, commercial, industrial and residential projects – combines extensive on-site field experience with office-based design, research and consultative skills developed across three different countries.

Thank you for your consideration. I would welcome the opportunity to contribute to Mount View City Council's mission "to provide good government through leadership and commitment to our community", and I am available for an interview at your convenience.

Yours faithfully,

Martin Leadman