

POSITION DESCRIPTION

POSITION TITLE	Development Engineer
DIRECTORATE – BUSINESS UNIT	Infrastructure – Asset Planning
LEVEL - IA	6 - Salaried
RESPONSIBLE TO	Coordinator Asset Development

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

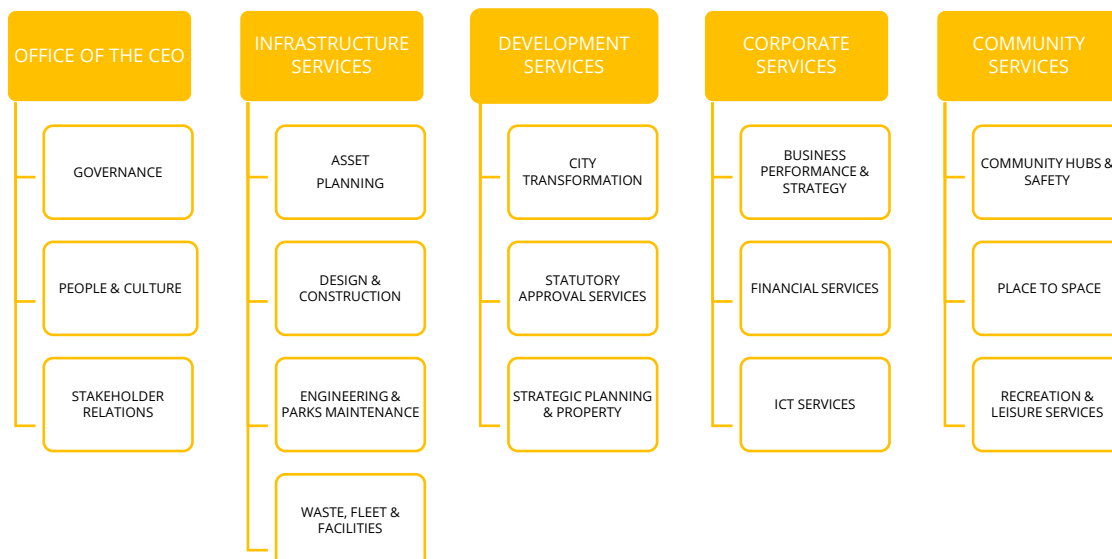
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Development Engineer is responsible for assessing applications and plans submitted to the City under Planning and Building legislation to provide technical engineering assessment. This includes responsibility for the technical review of subdivisional developments and associated documents. The Senior Development Engineer will assess a range of issues pertaining to engineering and City standards, including but not limited to, infill subdivision, lot access and drainage, and support management of associated asset protection and traffic management activities.

KEY RESULT AREAS

ENGINEERING

- Review and approve Traffic Management Plans, and undertake compliance checks of high risk sites as required
- Administer Traffic Management Plans in accordance with the City's requirements including; updating processes and application forms, and ensuring road closures are processed and recorded.
- Review Development Applications and associated documents and recommend appropriate conditions in accordance with WAPC Model Conditions.
- Support with reviewing Subdivision Plans and associated documents.
- Assist with the review of Building Approvals and associated reports, and make recommendations.
- Undertake critical technical assessments of all documents in a timely and accurate manner having regard to engineering codes, City strategies, standards and specifications and relevant legislation, to manage the quality and impact on current and future proposed City assets.
- Undertake negotiations with stakeholders as required to facilitate development, including City service units, developers, consultants, relevant authorities, service providers, community organisations and residents.
- Maintain specifications and guidelines relevant to the team's requirements, and in collaboration with the Asset Management team.
- Undertake site supervision of subdivisions and development works including monitoring appropriate milestones, to ensure assets meet the required conditions and the City's requirements prior to clearance and handover.
- Administer the clearance of subdivisional conditions, and the acceptance and release of bonds.
- Undertake site supervision of subdivisions and development works.
- Administer the City's Fees and Charges as required.
- Ensure any infrastructure issues that are identified through development processes but are not enforceable upon developers are raised with the relevant internal departments.
- Exercise discretion and judgement based on engineering principles to make best value decisions.
- Provide subject matter expertise into cross functional decision making relating to City infrastructure.
- Undertake reporting on activity, including the number of types of assessments undertaken.

ASSET MANAGEMENT AND LAND USE PLANNING

- Understand the role of Approval Services and the mechanisms available to the City for enforcing requirements upon developments.
- Maintain knowledge on development engineering aspects of statutory and strategic land use planning.
- Cooperate and engage with the Asset Planning and Approval Services teams to ensure that decisions relating to current and future City assets, the City's specifications and guidelines, are data management practices consistent and enforceable.
- Assist with infrastructure projects arising from Development Contribution Plans (DCP) and City-generated land development projects.

ENVIRONMENTAL MANAGEMENT

- Maintain knowledge on current environmental management practices associated with developments.
- Assist to manage, reduce impacts to, and enhance the natural environment arising from development projects.

FINANCIAL MANAGEMENT

- Assist with the review of financial matters arising from developments.

CUSTOMER SERVICE

- Provide professional, high quality, timely and effective advice and responses to customers and stakeholders.
- Respond to customer enquiries and requests in accordance with performance targets.
- Assist with services provided to customers by the City.

ORGANISATION SUPPORT

- Provide support and advice to the organisation in a timely and professional manner.
- Assist to prepare information, reports, and strategic documents.
- Deliver high quality and timely outcomes to requests and problems.
- Resolve problems related to subdivision and development engineering.
- Identify and manage risks associated with the role.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Possession of relevant tertiary qualification in Engineering (or 5 years equivalent experience).
- Possession of Basic Traffic Management qualifications (Advanced qualification desirable)
- Possession of a construction White Card

SELECTION CRITERIA

1. Demonstrated experience in the assessment and conditioning of:
 - A. Subdivision and development applications.
 - B. Sound knowledge in Subdivision process as per IPWEA guideline and relevant documents.
 - C. Assessment of water management strategies and plans.
2. Minimum 5 years' experience in civil engineering design, construction and managing subdivision works.
3. Well-developed working knowledge of design, construction, operation and maintenance principles for Local Government infrastructure, facilities and services.
4. Substantial experience in civil and drainage design related to subdivision and development in a local government environment.
5. Developed interpersonal skills, negotiation, and conflict resolution, and the ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
6. Ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high level of service to the community.
7. Developed communication skills to communicate technical matters and conditions with a wide range of stakeholders, verbally and in writing.
8. Proficiency in AutoCAD Civil 3D, QGIS, Drain, Xpstorm, TufLOW, Infowork ICM software for evaluating the City complex drainage design, reviewing and assessing the submission related to subdivision and development application.
9. Experience and knowledge relating to the applicant of Traffic Management legislation and standards in order to design or assess Traffic Management Plans

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Asset Planning

DATE PD REVIEWED/APPROVED: 12 August 2026
