



POSITION DESCRIPTION

DEVELOPMENT ENGINEER

DIRECTORATE/TEAM	Strategy & Urban Development, Regulatory Delivery	
REPORTS TO	Urban Development Manager	
ROLE PURPOSE	<p>The Development Engineer is responsible for ensuring that new development and infrastructure assets acquired by the City meet quality and compliance standards. This role involves working collaboratively with the team to review engineering approvals and consent applications for both public and private infrastructure. The Development Engineer serves as the main contact for engineering-related matters, manages and processes applications, and provides expert advice to stakeholders such as property owners, developers, and consultants. Additionally, the role ensures that all engineering works adhere to the relevant legislation and Council policies, including the District Plan, Resource Management Act, Building Act, Local Government Act, and Council By Laws.</p> <p>You play a vital role in delivering high-quality outcomes that contribute to the organisation’s success. You will work collaboratively with your team and stakeholders, ensuring tasks are completed efficiently and align with strategic goals. You will take ownership of your responsibilities, demonstrate initiative, and actively contribute to a positive team environment. By embracing continuous learning and innovation, you will help drive improvements and support the overall success of the team.</p>	
DATE REVIEWED:	September 2025	GRADE: 18

Key Accountabilities

<p><i>What you will do</i></p> <p>Information & Advice</p> <ul style="list-style-type: none"> Respond to public and stakeholder requests for information on Council infrastructure assets, offering professional advice and guidance. Liaise with developers, consultants, property owners, and internal teams to support development proposals and address engineering queries. Identify and manage risks to Council liability, seeking legal advice when necessary. <p>Application Approvals</p> <ul style="list-style-type: none"> Manage and process applications for engineering approvals and resource consents, including infrastructure-related building consent queries. Review construction plans and specifications for compliance, coordinating amendments as required. Ensure timely processing of applications, maintain 	<p><i>What you will bring</i></p> <p>Required: This role requires the following knowledge, experience, qualifications, skills, and personal attributes.</p> <ul style="list-style-type: none"> Relevant Tertiary qualification in Engineering. 7-8 years proven experience in a similar role. Broad knowledge and practical application of engineering, environmental, and planning principles. Proven background in local authority engineering, including planning, design, survey, construction, and supervision of municipal works. Strong understanding of legislation, regulations, and policies at local levels (e.g., District Plan, Resource Management Act, Building Act, Local Government Act, Council By Laws). Proficiency in Microsoft Office and GIS. Good understanding of RMA subdivision and survey processes, and development timeframes.
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communication with applicants, and assemble approved plans, set fees, process service connections, and update records.

- Collaborate with other Council staff and departments to leverage technical expertise and ensure consistency.

Compliance & Asset Management

- Receive, check, and process 'As Built' plans and asset valuation forms for GIS input and financial recording.
- Oversee engineering issues related to asset management, including assessing building consents for servicing, flooding, access, and traffic, and ensuring compliance with legislation and Council policies.
- Conduct compliance checks and site inspections for subdivisions, and process Project Information Memorandums (PIMs) and Land Information Memorandums (LIMs) within statutory timeframes.

Continuous Improvement & Service Requests

- Lead updates and implementation of Council's Code of Practice for Subdivision, and advise on systems and process improvements.
- Prepare policy documents to guide staff and stakeholders, and assess Council systems for ongoing improvement.
- Process service requests from utility operators, preparing and forwarding relevant plans to support their operations.

- Strong problem-solving, planning, analytical, and results-oriented abilities.
- Ability to write and present reports to a professional standard and represent Council in hearings if required.



Our Values

ICE

INTEGRITY:

- We act in a safe, open, honest and transparent manner.
- In all that we do, we can hold our heads high.

COMMUNITY AND CUSTOMER SERVICE:

- We commit to listening to the needs of our internal customers and community and delivering excellence in service.
- We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.

EXCELLENCE:

As one team we encourage each other to:

- Set consistent standards, while delivering the highest quality service and celebrating success in this, together.
- Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.
- Embrace creativity and flexibility in a safe, collegial environment - where each individual's skills are valued and recognised.

What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015. Refer to appendix one.
- Take all practicable steps to ensure your own and other's health and safety in the workplace.
- Act as an ambassador for our Council, living the council values.
- Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.
- Participate in and undertake emergency management duties as required (CDEM)
- Support the development and maintenance of recovery work streams.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Continue personal and professional development

	<p>through continuous learning.</p> <ul style="list-style-type: none"> Recruit & recommend staff for hire within organisational guidelines. Commitment to upholding Te Tiriti o Waitangi and its relevance to the role
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Additional Information

Delegations

Direct Reports	Nil
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
<ul style="list-style-type: none"> Manager Asset Strategy Team Leader Water Team Leader Drainage Resource and Building Consent Teams Waters Teams, Parks and Reserves, and Transportation Team Leader Development Engineering Service Engineers 	<ul style="list-style-type: none"> Developers and property owners Ratepayers and residents HBRC Asset Engineers and Managers of other authorities Professional services consultant engineers

Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.	
Signed & dated	