

# POSITION DESCRIPTION



<b>TITLE</b>	Technical Officer (Works)
<b>DEPARTMENT</b>	Road Services
<b>AWARD</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>CLASSIFICATION</b>	LGOA Level 6.1 – 8.5
<b>REPORTING OFFICER</b>	Senior Civil Engineer
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

To support the Road Services Department to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

## OBJECTIVES

This assist in project planning/design and contribute to the management and control of Council’s Works functions in an effective and efficient manner in accordance with Council’s policies and objectives for the overall benefit of the residents and citizens of the Bulloo Shire Council.

## KEY RESPONSIBILITIES

The key responsibilities:

- prepare reports for the Council Engineer in relation to operations in the areas of responsibility;
- The planning, design and pre-construction tasks associated with Council's works program within areas of responsibility;
- Control and coordinate the works program within budgetary constraints, exercising a degree of autonomy.

- Liaise closely with Engineers and Supervisors in relation to the delivery of projects and programs in terms of quality, time, cost and scope;
- Assist in the management and resolution of, routine customer issues and investigations;
- Assist the Engineer in the project management and delivery of identified engineering projects as required;
- Remain informed of all legal, regulatory and other changes, and implement changes where necessary, in consultation with the Engineering Services;
- Exercise operational responsibility for works programs;
- Exercise judgement and initiative where procedures not clearly defined;
- Establish work programs within areas of responsibility;
- Lead teams on moderately complex technical projects;
- Exercise significant initiative and judgement in the selection and application of established principles, techniques;
- Supervise outside workforce and/or contractors;
- Provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and result.
- Contribute to the development of new techniques and methodology.
- Undertake all aspects of traffic counts including data collection, interpretation, maintenance and reporting as and when necessary;
- Respond to customer rural addressing applications, update mapping information and arrange installation;
- Investigate customer requests in relation to local roads, airports and town maintenance.

#### Administration and Other Duties:

- Other duties as directed by Councils Engineer.
- Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.

#### Workplace Health and Safety

- Work is to be carried out in accordance with SAFEPLAN2 – Council’s Workplace Health and Safety Management System. Employees must ensure that they do not put the health and safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities (WH&S-WP-1.5.1) as detailed in the relevant legislative requirements and standards including Council policies and procedures.

### PERFORMANCE AND SKILLS STANDARD

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Chief Executive Officer recognising those standards as outlined in Council’s Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council’s policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council’s aims and objectives.
- Participate in any officer committees or project teams that may be appointed from time to time.

- Accept such other assignments relevant to their general corporate and specific role as may be issued by the Council Engineer from time to time.

## REQUIREMENTS OF THE POSITION

### (SELECTION CRITERIA):

#### EXPERIENCE AND QUALIFICATIONS:

- The Incumbent shall desirably hold Tertiary qualifications in a relevant discipline; and/or such other qualifications or experience as would be advantageous to the carrying out of the duties of the position.
- Minimum class C drivers licence

#### KNOWLEDGE:

- Knowledge and understanding of the Legislative framework within which a Council operates, or the capacity to quickly identify and respond to those requirements.
- Knowledge of contemporary road, drainage, landscaping, water and sewerage design functions.
- Experience in successfully undertaking local government project delivery and operational services functions.
- Ability to regularly assess and evaluate customer needs and identify opportunities for facilities and service improvement.
- Demonstrated ability to ensure efficient and effective systems and procedures are in place to support all operations in areas of responsibility and the regular review thereof.
- Demonstrated ability to proactively and professionally represent the interests of Council.

#### SKILLS:

- Demonstrated proficiency in civil engineering design, documentation and project management.
- Demonstrated computer skills in the area of Spreadsheets, CAD and GIS.
- A high quality in presentation of ideas, thoughts and arguments to individuals and groups, in both oral and written form.
- Demonstrated ability in effective problem solving, to be imaginative and to encourage innovation.
- High personal drive and a proactive approach to issues.
- High standards of personal and professional ethics.
- Strong commitment to workplace health and safety.

#### OTHER:

- Proficiency in the analysis and implementation of operational policy.
- Proven track record in the pursuance of the delivery of quality projects and services, including setting high standards and a strong customer focus.

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

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- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
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