

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Technical Officer (Civil Works)
<b>Position Number</b>	-
<b>Department</b>	Works
<b>Section/ Stream/ Unit</b>	Civil Works
<b>Classification</b>	Level 4-5, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	Civil Works Manager

## POSITION OBJECTIVES

- To assist to ensure that the projects undertaken by the Civil Works section are effectively planned, delivered and maintained to Council and the Communities expectations.

## KEY RESPONSIBILITIES

- Assist the Civil Works team to analyse the performance of infrastructure assets to better inform future investment decisions.
- Assist in the development of infrastructure plans for roads, bridges, drainage, footpaths, aerodromes and parks and open spaces.
- Develop project bid documentation suitable for inclusion in operational and capital budget processes.
- Perform the duties of a contract administrator and/or quality officer.
- Monitor opportunities for Grant funding and complete reporting for Grant programs
- Assist in managing projects and contractors and deliver minor projects.
- Assist with the development of project documentation including plans and quality documents.
- Meet with customers and deal with customer requests as required
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of co-workers.
- Demonstrated numeracy, written and verbal communication skills including ability to provide contemporary advice in relevant discipline and discuss techniques, procedures and/ or results.
- Provide and maintain a high standard of customer service.
- Ability to work effectively under general direction, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Strong attention to detail and perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite, and Council's Information Management Systems (MagiQ Documents, Enterprise and Performance), or ability to rapidly acquire same.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area.

- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree autonomy in the coordination of a work area.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Demonstrated experience in a similar role or operator background originally involved in road construction or maintenance works.
- Ability to undertake responsibility and co-ordination of moderately complex projects.
- Ability to use technical systems and equipment relevant to the work area, e.g. Geographic Information Systems (GIS) and Asset Management Systems.

#### **Qualifications, Training and Licences**

- Unrestricted 'C' class drivers' licence.
- Possess a Work Safe in the Construction Industry Induction Certificate (White Card).
- National Police Certificate
- Tertiary qualifications or undertaking formal qualifications relevant to the work area.

#### **Desirable**

- Comprehensive knowledge of Council's functions, program activities and work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the discipline or work area.
- Ability to undertake responsibility and co-ordination of significant projects.
- Tertiary qualifications or undertaking formal qualifications relevant to the work area, (e.g. Diploma in Civil Engineering).
- Experience working in Civil Construction and/ or Local Government.

### **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

### **RISK MANAGEMENT**

Council recognises that risk is inherent in all its business activities, programs, services, projects, processes and decisions and if not managed, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions and delivery of services and to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets and environment.