



POSITION DESCRIPTION

TECHNICAL OFFICER

POSITION	Technical Officer
EMPLOYMENT CONDITIONS	Queensland Local Government Industry (Stream A) Award – State 2017 <i>Richmond Shire Council Certified Agreement 2018</i> <i>Queensland Employment Standards</i>
SECTION	Works & Services/Works
LOCATION	Council Works Office, Richmond
REPORTS TO	Director of Works

POSITION OBJECTIVE

Council is seeking a suitable person with minimum two years' experience in civil works and roadworks to:

- provide technical assistance to Council's Director of Works.

KEY DUTIES AND RESPONSIBILITIES

Works Technical Officer

- Assist with engineering survey, design and documentation for Council projects.
- Provide support and assistance to the Works Department construction and maintenance gangs on Shire and Main Roads Projects.
- Assist and ensure required data is collected and maintained to enable effective asset management of Council infrastructure when requested.
- Provide assistance to all senior supervisors to ensure project quality, environmental and safety is undertaken effectively for the Director of Works.
- Assist with data collection, submissions, and project management of NDRRA works as required.
- Able to undertake survey, draft plans, stormwater and effluent drainage systems an advantage.
- Able to utilise GIS mapping systems.
- Able to manage time and work priorities in a dynamic pleasant environment.
- Development of positive working relationships and networks at all levels.

- Ability to think logically and creatively and quickly understand the implications of problems.
- Other duties as required.
- Production and maintenance of charts, spreadsheets, presentations and reports using Microsoft Office applications.
- Format review and publishing of technical documents including regulatory submissions, technical programs.
- Admin support to Engineers and management to organize and prepare for key project delivery process workshops and customer audit or performance reviews e.g., DWOP's, Risk Reviews, Readiness Meetings, Quality Audits, Performance Reviews.
- Carrying out procurement activities in support of operational projects, including raising of requisitions and POs in ERP.
- Assist in the preparation of sub-contractor ITT's/RFQ's for customer projects.
- Assist in the preparation of proposals / bid document responses.
- Assist in the preparation of project presentations.
- Coordination of technical document coordination, liaising with consultants, coordinating meetings

PERFORMANCE STANDARDS

- Assist in the engagement and management of engineering consultancy services for a wide range of projects, including writing briefs, assessing submissions, and assisting with the subsequent provision of these services.
- Provide project management and technical direction to council works and Infrastructure operations where requested by the Director Of Works:
 - Ensure that capital works programs are executed in accordance with prepared specifications and in line with Council guidelines, policies and procedures.
 - Implementing environmental quality control.
 - Direct supervision of staff and contractors where requested.
 - Purchase of materials within limits set by council policy.
 - Provision of assistance to Supervisors and Gangers.
 - Management of Contractors in line with Council policy and procedure.
 - Liaison with clients or any other regulatory bodies.
- Assist the Director of Works with specification and tendering for the purchase and disposal of council plant and equipment.

DELEGATED AUTHORITY

- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

QUALIFICATIONS

Essential:

- Current Class C Manual Drivers Licence.
- National White or Queensland Blue Work Health and Safety Construction Industry Certification Card, or willingness to obtain after 3 month probation period.

Desirable:

- Experience in construction and design relating to Council's infrastructure.
- Excellent computer skills, including proficiency in Microsoft Word, Excel and CAD.
- Experience or knowledge of GIS mapping systems.
- Previous experience of working within quality management systems and document control systems is preferred.
- Support knowledge for technical and admin software applications e.g., SynergySoft and Microsoft Office
- Experience of prioritizing tasks in a work environment, applying initiative and a logical approach to new work challenges.
- Excellent Microsoft Office application knowledge
- Be able to assist Engineers with any issues/queries relating to MS Office products or access to other software products.
- Ability to communicate effectively at all levels within a technical business, with experience of influencing colleagues to support business improvement and department admin processes.
- Formatting & Reformatting of engineering documents in line with department templates where applicable
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OTHER REQUIREMENTS

- Office-based position, however a considerable amount of travel to and work on field work-sites may be required.
- Reasonable level of fitness to walk and mark all aspects of road construction.
- Willingness and ability to perform work outside ordinary business hours as required.

WORKPLACE HEALTH AND SAFETY

Supervisors are responsible and accountable to their Coordinator/Manager/Director for the health and safety of all workers, contractors, visitors and other persons at workplaces that are under their control.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

In fulfilling this duty Supervisors are to ensure:

- The provision of leadership, support, active promotion and facilitation of the Richmond Shire Council's WHS Management System throughout their areas of responsibility;
- A safe work environment, safe systems of work, safe plant/equipment and processes within their areas of responsibility;
- That personnel training needs are identified and addressed and the personnel under their control are competent to conduct the tasks required of them;
- That all personnel under their control comply with the organisations policies, procedures, supervisor instructions and applicable legislation;

- The ongoing monitoring of WHS performance indicators within their areas and facilitate the notification and investigation of incidents;
- The facilitation of the consultation and communication processes within their areas as prescribed in the *Consultation, Coordination and Cooperation Code of Practice 2011*; and
- The control of hazards and assessing risks in their relevant areas of control.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Mr Peter Bennett – Chief Executive Officer

Signature: _____

Date Originated: 4 June 2018

Date Reviewed: 17 February 2021

Employee: _____

Signature: _____

Date : _____