JOB DESCRIPTION

Position Title: WORKS TECHNICAL OFFICER

Classification: Level 5

1. POSITION DESCRIPTION

The position is responsible for providing technical and project management support to the activities and programs of the Council’s Works Department.

2. POSITION OBJECTIVES

The purpose of the position is aimed at ensuring the following:

1. Engineering survey, design and documentation for Council Projects.

2. Technical expertise, advice, control and support to the Works Department construction and maintenance gangs in liaison with the Area Supervisor and Works Manager.

3. Data is collected and maintained to enable effective asset management of Council infrastructure.

4. Council assets are inspected and maintained with appropriate documentation retained to comply with the Work Health & Safety requirements of the Council.

5. The Works Manager is provided with assistance to ensure project management is undertaken effectively across a range of Council Works and Infrastructure operations.

6. The Works Manager is provided with assistance in managing, scheduling, planning, setting out and delegating duties in relation to various Works and Infrastructure Department activities.

7. Effective liaison and co-operation is provided both within Works and Infrastructure Department and other Council departments.
3. **Key Responsibilities**:

3.1 **Responsibilities – General**

a) Work co-operatively as a member of the Council team.

b) Present a positive image of the Council in all dealings with the community.

3.2 **Responsibilities – Job Specific**

1. Provide engineering survey, design and plans for the following Council infrastructure construction and maintenance projects:
   - Sealed and rubble roads.
   - Stormwater drainage.
   - Community Waste Water Management Systems.
   - Various aerodrome construction and maintenance projects
   - Minor infrastructure such as boat ramps, seawalls, boardwalks, revegetation works, walking trails and erosion control measures.
   - Other municipal works including cemeteries, reserves, sport and recreation facilities and caravan parks.

2. Provide engineering advice and input in respect of engineering procedures, methods, policies, specifications, and design standards within the Works and Infrastructure Department or to other Council departments, including the provision of pavement design and materials selection.

3. 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.

4. Provide project management and technical direction to Council Works and Infrastructure operations where requested by the Works Manager and in line with Council delegations in particular:
   - Providing budget estimates and expenditure control and reporting.
   - Ensuring 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.
   - Purchase of materials within limits set by Council policy.
   - Provision of assistance to Area Supervisor and Gangers.
   - Management of Contractors in line with Council policy and procedure.
   - Liaison with clients or any other regulatory bodies.
5. Assist the Works Manager and Area Supervisor in the development, implementation and compliance with safe work practices in accordance with Council’s Work Health and Safety policies and procedures for all Works Department employees, and contractors engaged in works on behalf of the Council.

6. Provide support to airport staff in relation to technical matters including: minor works, survey, drawing preparation and record keeping as required.

7. Maintain, record and file inspection reports, maintenance activities, and plans in relation to Council infrastructure.

8. Maintain and develop Council’s geographic information systems database to support all the various Council departments and needs including septic tank mapping for pumping contract, property addressing and road signage.

9. Quantify, value and maintain data in relation to Council assets including roads, reserves, stormwater drainage, footpaths, CWMS, cemeteries, marine and coastal structures and fleet, and assist the Works Manager with review of Council’s Asset & Infrastructure Management Plan.

10. Regularly inspect Council assets and maintain safety inspection records in relation to playground equipment, boat ramps, jetties and other minor structures.

11. Assist the Works Manager to develop and initiate repair, upgrade and/or replacement programs in relation to playground equipment, boat ramps, jetties and other minor structures.

12. Assist the Works Manager with specification and tendering for the purchase and disposal of Council plant and equipment.

13. Assist the Works Manager with assessment of infrastructure requirements in relation to Land Division proposals.

14. Assist the Works Manager to co-ordinate Council’s waste management collection programs.

15. Assist the Works Manager with Native Vegetation clearance applications and other environmental approvals as required.

16. Act in the position of Works Manager in the absence of the Works Manager.

17. Any other duties as requested by the Works Manager.
3.3 Responsibilities – OHS&W

Employees of Council must ensure that all relevant legislative requirements are met by maintaining a sound knowledge of relevant legislation and ensuring that safe work practices are followed, Codes of Practice are complied with and Council’s policies and procedures are adhered to.

As an employee, your OHS&W responsibilities include:

- Take reasonable care of your own safety and that of others;
- Use safety devices and protective equipment correctly and in accordance with procedures;
- Obey all instructions issued to protect your own health and safety, and that of others and not to perform any procedure or task unless you have received necessary training;
- Report any hazards;
- Report any accident or injury which arises in the course of your work;
- Keep work areas in a safe condition;
- Not endanger your own safety or that of others by the consumption of alcohol or drugs;
- Not interfere with, or remove any safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Support Council’s Risk Management Program;
- Participate in an environment where all employees of the District Council of Lower Eyre Peninsula assume responsibility for managing risk; and
- Comply with Council’s Grievances & Harassment Policy, as adopted by the Occupational Health, Safety and Welfare Committee.

As a Supervisor, your OHS&W responsibilities include:

Ensure that the workplace is a safe environment and observe OHS&W procedures including:-

- Report all incidents/accidents on appropriate forms;
- Assist OHS&W representatives to conduct accident investigation as required;
- Check that safety equipment is available and used when required;
- Implement safe work procedures;
- Consult with the Safety representatives and staff on workplace safety;
- Ensure employees complete accident forms for all incidents/accidents;
- Supervise Work Teams, Trainees, Apprentices and Work Experience Personnel; and
- Plan and instruct participants by training, providing instruction in safe work procedures and other OHS&W issues and inducting employees in regard to performance and duties.
Ensure that all staff are trained and competent to carry out their tasks and encourage continuous development of their skills:

- Observe work practices and assess training needs;
- Consult with staff to develop forward training plans;
- Deliver training and arrange training sessions;
- Evaluate effectiveness of training; and
- Attend and participate in training as required.
- Maintain Plant and Equipment in a safe working condition:
- Ensure plant and equipment is presented for maintenance as required by the appropriate personnel; and
- Ensure all necessary repairs are carried out promptly.

4. POSITION REQUIREMENTS

4.1 Knowledge

a) Council works operations and civil works, including road construction and maintenance, stormwater drainage systems and Community Wastewater Management Systems.

b) An understanding of Council policies, industrial awards and other legislation relating to Local Government.

c) Project budgeting and costing systems.

4.2 Skills

a) Able to undertake survey, draft plans and design roads, stormwater and effluent drainage systems using modern techniques and equipment.

b) Able to utilise GIS mapping systems.

c) Able to manage time and work priorities in a dynamic environment.

d) Project Management skills, including budget and cost control techniques and relationship building with employees and contractors.

e) Development of positive working relationships and networks at all levels.

f) Set high standards for self and others and produce quality work.

g) Ability to think logically and creatively and quickly understand the implications of problems.

h) Ability to manage staff by providing appropriate support and
direction and able to handle difficult situations diplomatically and decisively.

i) Provide a positive, professional impression and inspire confidence and co-operation.

j) Able to accept constructive criticism without being defensive.

k) Demonstration of loyalty to Council and respect to the elected members.

l) Conducting of traffic counts.

4.3 Experience & Qualifications

a) Civil Engineering qualifications would be beneficial.

b) Experience or qualifications in engineering survey, drafting and design relating to Council’s infrastructure.

c) Excellent computer skills, including proficiency in Microsoft Word, Excel and CAD.

d) Experience or knowledge of GIS mapping systems.

e) A current driver’s license is essential.

5. ORGANISATIONAL RELATIONSHIP

The position is accountable to the Works Manager for performance of the responsibilities as outlined in this job description.

The incumbent is subject to an annual performance review and will be expected to achieve high standards of performance which will be assessed against Key Performance Indicators to be developed annually by the Works Manager in consultation with the incumbent which will generally be based on the responsibilities, specifications and requirements as outlined in the job description.

6. AUTHORITY

The Works Technical Officer is authorized to take any reasonable action to carry out the delegated responsibilities and functions as depicted in this job description and as provided for within the delegations register. Such action should not deviate from established practices, policies or budget as defined by Council, or conflict with sound business judgment.
7. ACCOUNTABILITY

The person holding the position is accountable for fulfilling the objectives and key responsibilities as set out in this job description.

8. PERFORMANCE INDICATORS

Performance will be measured and assessed against the position responsibilities and objectives set during annual appraisals.

9. SIGN OFF

Employee Name ..................................................

Employee Signature .............................................

Chief Executive Officer Name ...............................  

Chief Executive Officer Signature ............................