



LOWER EYRE COUNCIL JOB DESCRIPTION

1. POSITION TITLE	Technical and Asset Officer
2. EMPLOYMENT TYPE	Full-time Ongoing
3. AWARD	Local Government Municipal Officers Award
4. LEVEL	Level 5.1-6.1 (Dependent on experience)
5. REPORTS TO	Works Manager
6. LOCATION	Council Office, Cummins

7. POSITION OBJECTIVES

Provide technical and project support to the Works Department in the delivery and maintenance of Council infrastructure, including technical assessments, field investigations and civil design.

Coordinate minor infrastructure projects and provide asset data and GIS support across all Works and Major Projects activities, supporting infrastructure delivery, asset management and renewal planning.

8. KEY RESPONSIBILITIES

- Provide practical technical advice and support to Works Department staff, contractors and other Council departments.
- Undertake traffic counts, analyse results and maintain traffic data for Council's road network.
- Assess section 221 applications for works within Council road reserves and prepare recommendations and conditions.
- Assist Works Manager in National Heavy Vehicle Regulator (NHVR) access requests and prepare Council's road manager responses.
- Assist Works Manager in providing technical referral assessments for development and land division applications, including access, drainage and impacts on Council infrastructure.
- Undertake site inspections, basic survey and footpath design, and prepare plans, quantities and cost estimates for minor works.

9. KEY RESPONSIBILITIES CONTINUED

- Manage Before You Dig portal, including service enquiries, Council asset information and liaison with utility providers.
- Coordinate footpath construction, minor asset renewals and works programs such as sealed road resealing and line marking.
- Manage Council's internal communications radio systems including the coordination of maintenance, renewal and upgrade works.
- Manage Council's Master Key System and associate registers, training and compliance.
- Prepare project scopes, specifications and schedules, and assist with quotations, tender documentation and procurement.
- Liaise with supervisors, contractors and consultants to coordinate works, monitor quality and progress, and arrange completion inspections.
- Monitor project expenditure, check quantities and claims, and report progress and variations to the Works Manager.
- Undertake asset inspections and condition reviews of Works Department infrastructure, recording defects, measurements, photographs and location information.
- Collect, validate and maintain asset and GIS data across all Works and Major Projects activities, including new, upgraded, replaced and removed assets and as-constructed information from internally delivered civil projects.
- Use asset condition, maintenance and usage data to assist with renewal priorities, forward works programs and Asset Management Plans.
- Prepare maps and data summaries for Works and Major Projects activities, and preliminary cost estimates for renewal planning and annual budgets.
- Provide technical assistance for Council's Community Wastewater Management Systems (CWMS), including collating and checking system information and assisting with the preparation of operational and compliance reports.
- Maintain final design and survey plans and CAD drawings in Council's plan filing system for future reference.
- Allocate and register property addresses and maintain the associated GIS feature layer.
- Assess road signage to ensure correct use and prepare Traffic Impact Statements for required signage.
- Maintain Council's Parking Control Register and associated records.
- Manage and maintain Council's Road Name Register and associated GIS feature layer.
- Respond to allocated customer enquiries and maintain technical, assessment and project records in Council's records management system.
- Assist with project approvals, stakeholder liaison and practical improvements to Works Department processes
- Undertake other duties consistent with the role as directed by the Works Manager.

10. KEY ACCOUNTABILITIES

- Accurate and timely technical assessments, advice and documentation.
- Delivery of allocated minor projects within approved scope, budget, timeframes and quality standards.
- Complete, reliable and current asset and GIS records across Works and Major Projects activities.
- Practical renewal recommendations and accurate CWMS reporting support.
- Effective working relationships and responsive customer service.
- Compliance with Council policies, delegations, procurement requirements and safe work practices.

11. SKILLS AND EXPERIENCE

Essential

- Relevant technical qualification in civil engineering, construction, surveying or asset management, or equivalent practical experience.
- Experience in civil infrastructure technical support, maintenance, construction or minor project coordination.
- Working knowledge of roads, footpaths and drainage, including the ability to interpret plans, prepare quantities and undertake basic survey and design.
- Ability to collect, analyse and maintain technical and asset data, with sound spreadsheet and computer skills.
- Good written and verbal communication, organisational and problem-solving skills.
- Current Class C driver's licence and Construction Industry White Card, or willingness to obtain the White Card.

Desirable

- Experience using CAD, GIS, GPS or mobile asset data collection systems.
- Experience with section 221 assessments, NHVR access requests or development application technical referrals.
- Experience with road resealing, asset condition assessment and renewal planning.
- Knowledge of local government procurement, contractor management and records management.

Personal Attributes

- Practical approach, initiative, sound judgement and attention to detail.
- Ability to manage competing priorities and work cooperatively with field and office staff.
- Professional conduct, a strong customer service focus and willingness to learn.

12. ORGANISATIONAL RELATIONSHIP

- Reports to the Works Manager.
- Works closely with the Manager Major Construction, Major Projects team, Works Coordinators, field staff and Council's asset, GIS and development staff.
- Liaises with residents, applicants, contractors, consultants, utility providers and government agencies.

13. WHS REQUIREMENTS AND OBLIGATIONS

- Take reasonable care of personal safety and the safety of others, and follow Council's WHS procedures and safe work practices.
- Complete required training, use appropriate protective equipment and apply risk controls for field and roadside work.
- Report hazards, incidents and near misses, and support safe contractor practices on allocated projects.

14. PERFORMANCE INDICATORS

Performance will be reviewed against the following measures and agreed work priorities.

1. Technical support and assessments

Ref	KPI	Measure / Evidence	Target
1.1	Complete technical assessments and referrals.	Assessment and referral records.	Accurate advice within required timeframes.
1.2	Deliver traffic counts, inspections and minor designs.	Field records, reports and plans.	Agreed work program completed.
1.3	Provide CWMS technical and reporting support.	System information and draft reports.	Accurate information provided by reporting deadlines.

2. Minor project delivery

2.1	Coordinate allocated minor works.	Project schedules, inspections and completion records.	Approved scope, quality and milestones achieved.
2.2	Monitor project costs and contractor performance.	Cost reports, claims and site records.	Expenditure controlled and variations reported promptly.

3. Asset information and renewal planning

3.1	Maintain asset and GIS information across Works and Major Projects.	Asset registers, GIS updates and data checks.	Complete and accurate updates within agreed timeframes.
3.2	Support renewal programs and budgets.	Prioritised works lists, maps and estimates.	Proposals supported by asset data and delivered to planning deadlines.

4. Service, records and safety

4.1	Provide responsive service and maintain records.	Customer requests and project files.	Requests actioned on time and records readily accessible.
4.2	Apply safe work practices.	Training, inspections and hazard reports.	Required training completed and hazards reported promptly.

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15. ACCEPTANCE

I, _____, understand the requirements set out in this Job Description.

Signature _____

Date _____