
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Administration Officer - Infrastructure
- 2.0 AWARD:** Queensland Local Government Industry (Stream A) Award - State 2017
- 3.0 STREAM:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services General
- 4.0 CLASSIFICATION:** Level 2-3
- 5.0 DEPARTMENT:** Infrastructure
- 6.0 BRANCH:** Not Applicable
- 7.0 LOCATION:** Bedourie

8.0 POSITION OBJECTIVE

To provide administrative assistance to the Infrastructure Manager and perform various administrative tasks within the Infrastructure department.

9.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Strong written and verbal communication skills
- Customer service and interpersonal skills
- High level skills in all Microsoft Office based programs
- Strong skills in time management, planning schedules and meeting deadlines.
- Ability to work with minimal supervision with accuracy and good attention to detail
- Ability to operate standard office equipment
- Ability to interpret and follow instructions

b) Knowledge

- Sound knowledge of road construction terminology and techniques or ability to learn;
- Knowledge of policies and regulations relating to Local Government or the ability to learn;
- Quality Assurance and Workplace Health and Safety processes
- Council's policies and procedures or a demonstrated ability to learn

c) Experience and/or qualifications

- Formal qualifications in Administration or engineering or demonstrated relevant experience
- Previous experience in a similar position
- Current Queensland 'C' class driver license

10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Provide high level administrative support to the Infrastructure Manager
- 2) Assist with arranging departmental meetings and taking minutes.
- 3) Coordinate the administrative aspects of Department of Transport and Main Roads works and other shire road works including setting up job cost numbers, reconciling costs v budget, preparing requisitions, producing reports on expenditure and preparing claims.
- 4) Coordinate the administrative aspects of Private Works jobs including compiling quotes, setting up job cost numbers and liaising with Finance for issue of invoices.
- 5) Facilitate the procurement of goods and services for the Infrastructure Department in accordance with Councils Procurement policy and procedures.
- 6) Provide regular reports on project expenditure to the Infrastructure Manager.
- 7) Ensure records and information in relation to the Infrastructure Department is recorded in Councils EDRMs and is easily retrievable by Council staff.
- 8) Assist the Infrastructure Manager with the administration of Councils Quality System including maintenance of quality documentation (procedures, forms and templates), registering of quality records in Councils EDRMs, arranging and attending audits.
- 9) Collate environmental data and prepare statutory reports relating to ERA's, gravel pits etc.
- 10) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 11) Ensure that Councils Quality Assurance System is adhered to.
- 12) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 13) Perform other work as directed

Workplace Health and Safety Responsibilities

- 14) Being aware of Council's WH&S Management System and meeting safety obligations as an employee.
- 15) Performing all work and associated functions in a safe manner.
- 16) Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by Council or its officers.
- 17) Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
- 18) Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures.
- 19) Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
- 20) Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- 21) Attending any toolbox, team talks or specific training supplied by Council.
- 22) Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- 23) Working in a manner that will not endanger yourself, other employees or the public.
- 24) Report any concerns for WH&S to your Supervisor.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

- 1) Formal qualifications and/or experience in Engineering or Administration or a similar discipline
- 2) Experience in a road construction environment and a basic understanding of road construction techniques and processes.
- 3) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 4) High level of computer literacy especially with MS Office suite with a sound knowledge of standard office equipment;
- 5) Demonstrated ability to manage multiple tasks or projects and to implement time management principles to prioritise work and meet deadlines;
- 6) Demonstrated initiative and motivation to take on responsibilities and the ability to plan and prioritise own workload with minimal supervision.
- 7) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner;
- 8) Demonstrated commitment to OH&S;
- 9) Current Queensland 'C' Class Drivers Licence.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Infrastructure Manager

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

14.0 APPROVALS

Reviewed By: Trevor Stewart
Infrastructure Manager

Approved by: Leon Love
Chief Executive Officer

Signed:

A handwritten signature in black ink, appearing to be 'LL', with a horizontal line extending to the right.

Date: 21/02/2019

I, have read and understood this Position Description Administration Officer - Infrastructure and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___