

# Diamantina Shire Council

## POSITION DESCRIPTION



1. **TITLE:** Administration Officer - Infrastructure
2. **AWARD:** Queensland Local Government Industry (Stream A) Award – State 2017
3. **SECTION:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services.
4. **CLASSIFICATION** Level 3
5. **DEPARTMENT:** Infrastructure
6. **DESCRIPTOR:** Administration
7. **BRANCH:** Not Applicable
8. **LOCATION:** Bedourie

### 9. POSITION OBJECTIVE

To provide administrative support to the Infrastructure Manager and undertake administration duties associated with maintenance and construction of main roads, shire roads, road signage, and footpaths.

### 10. 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
- Ability to work as a team member and contribute to team outcomes
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

#### 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 demonstrated relevant experience
- Previous experience in a similar position
- Current Queensland C Class Drivers Licence or ability to obtain
- Desirable: White Construction Card

### 11. KEY RESPONSIBILITIES OF THE POSITION

1. Provide high level administrative support to the Infrastructure Manager and the Works Coordinator.

2. Assist with arranging departmental meetings and taking minutes.
3. Coordinate the administrative aspects of Department of Transport and Main Roads works, flood damage 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. Assist with the development of Job Management Plans for all road maintenance and construction projects, including shire and main roads.
5. Provide administrative support for Cultural Heritage clearance activities and maintain appropriate records.
6. Maintain the Works Program in consultation with the Works Coordinator for Works area in MS Project
7. Coordinate the administrative aspects of Private Works jobs including preparing quotes, setting up job cost numbers and liaising with Finance for issue of invoices.
8. Assist with the implementation of Council's Asset Management plans, specifically the Roads and Drainage plan, including the set up and ongoing maintenance of the Asset Management module in Synergy.
9. Manage Reflect and Recover software for road defects and accomplishments.
10. Assist with procurement of service providers, assets and materials including liaison with Council Stores, contractor management and the preparation and coordination of tenders and seeking quotations.
11. Assist with the management of jobs and projects for George Bourne Associates and Council surveyors.
12. 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.
13. Collate environmental data, prepare statutory reports, and ensure legislative compliance relating to ERA's, gravel pits etc.
14. Manage customer requests for relevant asset maintenance using synergy modules including receiving and processing customer requests, liaising with customers, following up on outstanding actions, and creating and distributing reports as required.
15. Assist with Workplace Health and Safety requirements for all projects and assets including monitoring outstanding hazards, preparing safe work method statements and procedures, providing information to supervisors for pre-starts, team meetings and toolbox talks.
16. Ensure records and information in relation to the Infrastructure Department is recorded in Councils EDRMs and is easily retrievable by Council staff including assisting with the development and maintenance of procedures, forms, checklists and registers as required.
17. Collate staff timesheets and plant timesheets each fortnight for Works.
18. Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
19. Ensure that Councils Quality Assurance Program is adhered to.
20. 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.
21. Perform other Council work, having regard to your skills, training and experience, as directed.

#### **Workplace Health and Safety Responsibilities**

- 1) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**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.

## **12. KEY SELECTION CRITERIA**

- 1) Demonstrated experience in an administrative role preferably in a Council or Infrastructure environment.
- 2) Demonstrated knowledge and/or experience in the road construction and maintenance industry.
- 3) High level of skills and experience in using Microsoft Project.
- 4) High level of skills and experience in using MS Office including Outlook, Word and Excel;
- 5) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;

- 6) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 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 Workplace Health and Safety policies and procedures.
- 9) Current Queensland 'C' Class Drivers Licence.
- 10) Desirable: Formal qualifications and/or experience in Engineering or Administration or a similar discipline

**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.

### 13. PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>	
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
<b>Standing/Walking</b>	<b>Sitting</b>	<b>Driving</b>		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None		Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional		Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs		Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs					

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed: .....

Date: ..... / ..... / .....

Print name: .....

### 14. ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Works Manager

Internal Liaisons: All Council Departments

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

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## 15. EXTENT OF AUTHORITY

As per Council's Delegation Register

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## 16. APPROVALS

**Approved by:** Director of Infrastructure

Signed: ..... Date: ..... / ..... / .....

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

Signed: ..... Date: ..... / ..... / .....

Print name: .....