

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Technical Project Officer
Position No:	TBA
Award:	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 - Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
Certified Agreement:	Under development
Classification:	Level 5
Department:	Infrastructure Services
Branch:	Office of the Director Infrastructure Services
Location:	Bedourie / Birdsville
Reports to:	Director Infrastructure Services
Direct Reports:	Nil

POSITION OBJECTIVE

The Technical Project Officer is responsible for providing high level technical and administrative support to assist with the effective delivery of civil infrastructure operations and services including contract management for civil maintenance and construction of roads, infrastructure, Council buildings and other assets.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

- Provide technical advice and support to the Department and coordinate the administrative activities for the effective delivery of civil infrastructure operations and services including contract management for civil maintenance and construction of roads, infrastructure, Council buildings and other assets.
- Provide technical advice and support to coordinate the Disaster Recovery Funding Arrangements (DRFA or equivalent), Department of Transport and Main Roads works, flood damage works and other road works including setting up job cost numbers, reconciling costs versus budget, preparing requisitions, producing reports on expenditure and preparing claims.
- Assist with the development of Job Management Plans for road maintenance and construction projects, including shire and main roads.

- Provide administrative support for Cultural Heritage clearance activities and maintain appropriate records.
- Maintain the program / schedule for the team using Microsoft Project.
- Coordinate the administrative aspects of private work jobs including preparing quotes, setting up job cost numbers and liaising with Accounts Receivable function for invoices.
- Assist with the implementation of Council's Asset Management plans, specifically the Roads and Drainage plan, including the development and maintenance of the Asset Management system module.
- Manage software for road defects and accomplishments, including the administration of relevant photographic and/or video evidence of asset condition.
- Assist with procurement of service providers, assets and materials including liaison with Council Stores, contractor management, quotations and preparation / coordination of tenders.
- Assist Council surveyors and other external contractors with the management of jobs and projects.
- Assist with the administration of Council's Quality System including maintenance of quality documentation (procedures, forms and templates), registering of associated records in Council's EDRMs and the coordination and attendance of quality audits.
- Collate environmental data, prepare statutory reports, and ensure legislative compliance with respect to Environmentally Relevant Activity (ERA), gravel pits and culturally sensitive artefacts / assets.
- Assist with Work Health and Safety requirements for 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.
- Provide work progress reports to the team and complete relevant safety, plant and job management documents including accurate timesheets.
- Provide clear and open communication to team members to ensure a safe and healthy workplace for the team.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Ensure that Council's Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with council requirements.
- Undertake other work as needed within the scope of the position, consistent with skills, competence and training.

KEY SELECTION CRITERIA

- Strong demonstrated knowledge and/or experience in the infrastructure, technical services, road construction and/or maintenance industry, preferably in a council environment.
- Demonstrated communication (oral and written) and interpersonal skills, focussed on the provision of quality customer service.
- Demonstrated ability to collect, analyse and interpret data with accuracy and attention to detail.
- Demonstrated ability to manage multiple tasks, implement time management principles and

prioritise work deadlines.

- High level experience in project management skills and MS Office including Outlook, Project, Word and Excel.
- Ability to operate effectively in a team, contributing positively to team operations, outcomes and working relationships, in a professional manner.
- Ability to work under minimal supervision whilst exercising initiative, judgement and enthusiasm.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- 'C' Class Queensland Drivers Licence or higher
- Construction Safety Induction Card (White Card)
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

Qualification in Engineering, Administration and/or significant experience in a similar discipline.

- First Aid and CPR Certificate
- Traffic Management Level 2

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____