

Burdekin Shire Council is currently seeking applications for a Technical Officer – Civil to assist in the provision of design, drafting, infrastructure asset management and technical services.

The Position

The key responsibilities include:

- Undertake surveys, design, drafting, estimating, and compilation of specifications, job supervision, contract administration, costing analysis and asset database maintenance.
- Undertake projects as a technical project officer including tender assessment and project implementation, as constructed recording and asset and maintenance management.
- Implement technical projects co-ordinating necessary tradesman, technicians and other personnel.
- Provide timely and relevant reports, designs and specifications, and information to other Officers and Council.
- Undertake special technical projects to identify problems and create solutions.

The Person

The successful applicant will possess the following attributes at a minimum:

- Tertiary Educational Qualifications equivalent to an Associate Degree in Civil Engineering
- Experience in some of the following construction industry office practices: drafting, scheduling, quantity surveying, estimation, cost control, as constructed records, cost forecasting and the use of computers as an aid to those activities.
- Proven ability to supervise and develop other employees.
- Experience in contract administration and supervision
- Class C drivers licence.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 6 (\$86,716pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **18/05 – Technical Officer - Civil** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- By email to – employment@burdekin.qld.gov.au
- By mail to – Confidential Application No. 18/05
PO Box 974
AYR QLD 4807

Applications close on Tuesday, 20 February 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Matthew Ingle, Design Office Manager on (07) 4783 9800.

Position Number	30014
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Officers Award – State Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 6
Reports To	Manager Design Officer
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Assist Manager Design Office in providing design, drafting, infrastructure asset management and technical services for the Council, by applying existing work procedures, methods and guidelines.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Under general direction, undertake surveys, design, drafting, estimating, and compilation of specifications, job supervision, contract administration, costing analysis and asset database maintenance.
- Undertake projects as a technical project officer, including investigation, design, cost estimation, specification preparation, tender assessment and project implementation, as constructed recording and asset and maintenance management.
- Assist with preparation of reports and cost estimates for the replacement of obsolete or inefficient plant and purchase of new plant and equipment and preparation and executing of contracts for purchase or sale of plant and equipment.
- Participating in Council's Flood Reporting Service including preparation of reports during times of floods.
- Participating in the operation of and maintenance of the Council's two-way and flood reporting radio systems.
- Assist with annual budget requirements within the Department area as well as providing cost estimates for use of other Departments in preparation of their budgets.
- Represent the Council in a professional capacity at seminars or conferences.
- Check design and as constructed plans.
- Assist with the collection and management of road, drainage, water, and sewer asset information.

- Implement technical projects co-ordinating necessary tradesmen, technicians and other personnel.
- Provide timely and relevant reports, designs and specifications and information to other officers and Council.
- Direct involvement with the definition of problems and desired outcomes for particular projects and the planning, design and specification of solutions to achieve the desired outcomes.
- Under general direction co-ordinate personal and subordinate's activities to enable the effective and efficient production of design, drafting, specification and estimation work flow to meet the demands of Council's forward planning and works construction activities.
- Under general direction undertake special technical projects to identify problems and create solutions.
- Provide advice to the public, professional and tradespersons, Government Departments and Statutory Authorities, within the bounds of Council policy and/or in accordance with supervisor's directives.

Position Requirements

Knowledge

- Advanced knowledge of computer facilities relating to Relational Data Base, Information System, Asset Management, Computer Aided Design and Drafting and Computer Aided Plan Production and Reproduction, and Traffic Counters.
- Sound knowledge of standard specification, drawings and requirements of various relevant Government Departments such as, but not limited to, Department of Transport and Main Roads and Department of Local Government.
- Knowledge of design, work construction and control practices.
- An appreciation of the long-term goals of the Design Office.
- Knowledge of program activities and work practices together with a working knowledge of interrelated programs.
- Knowledge of Council's organisational structure and the functions and interrelationships of other Departments.
- Sound knowledge of Council policies and Local Laws and statutory requirements that impinge upon Council's requirements for design, construction and acquisition of services, materials, plant and equipment.
- Sound knowledge of Council policies and Local Laws and of statutory requirements, which relate to advice and provision of goods and services to the public.
- Sound knowledge of principles of supervision and development of subordinate staff.

Skills

- Excellent verbal and written communication skills.
- Proficiency in use and instruction in job set out and control, including use of appropriate surveying equipment.
- Quality control skills as they relate to the Design Office.
- Quantity surveying and estimation and evaluation skills.
- Proficiency in planning, design and drafting, particularly in General Civil Engineering works including but not limited to roads, drainage, water supply and sewerage including Asset and Maintenance Management and river improvement works.
- Specification writing skills.

- Contract administration and supervision skills.
- Skills in tender and quotation preparation, analysis and reporting.
- Proficiency in budget preparation and expenditure control.
- Proficiency in the use of Council's computerised workstations, PC's, associated ancillary equipment and the necessary operating software including Microsoft Office suite of applications.
- Proficiency in the application of Flood and Storm Surge Prediction Methodology using computer software modelling and manual procedures in the event of system failure and assist with the operations of Council's disaster room operations during a disaster incident.
- Teamwork skills
- Supervisory skills

Abilities

- Ability to manage time, set priorities, plan and organise own work and that of subordinates.
- Ability to effectively manage personnel in the work area.
- Ability and willingness to train and develop subordinate personnel, gain co-operation and assistance of others and discuss and resolve problems.

Other Requirements

- Personal characteristics of honesty, integrity, adaptability, motivation, and enthusiasm.
- Apply principles of confidentiality to all work-related documents, information and situations.

Experience and Qualifications

- Tertiary education qualifications equivalent to an Associate Degree in Engineering (Civil).
- Current Class C drivers licence.
- Traffic Management Design.
- Experience in construction industry office practices in general including design, drafting, scheduling, quantity surveying, estimation, cost control, as constructed records, cost forecasting and the use of computers as an aid to those activities.
- Experience in design office practices relating to design, drafting, scheduling, quantity surveying, estimation, cost control, cost forecasting, G.P.S. operation, database skills, report production and the use of computers as an aid to these activities.
- Experience in the supervision and development of technical staff.
- Experience in contract administration and supervision.
- Experience with CAD (Autodesk preferred), G.I.S., Water, Sewer and Stormwater Network Analysis Software.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under limited direction.
- Supervision of employees.

Extent of Authority

- May manage a work area.
- Exercise a degree of autonomy (advice available on complex or unusual matters).
- Manages significant projects and/or functions.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.

- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.

8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Tertiary Educational Qualifications equivalent to an Associate Degree in Civil Engineering.
2. Experience in some of the following construction industry office practices: drafting, scheduling, quantity surveying, estimation, cost control, as constructed records, cost forecasting and the use of computers as an aid to those activities.
3. Proven ability to supervise and develop other employees.
4. Experience in contract administration and supervision.
5. Current C Class drivers licence.

Desirable

1. Experience in works relating to Local Authority, Department of Transport and Main Roads.
2. Demonstrated experience with CAD (Autodesk preferred), G.I.S., Water and Stormwater Network Analysis Software.
3. Experience in asset management related duties including unit price evaluation, asset methodology control, asset survey, G.P.S. operation, database skills and report production.