Burdekin Shire Council is seeking applications for a Technical Officer to join our Technical Services team to assist in the provision of design, drafting, infrastructure asset management and technical services. This is a full-time position with the hours worked over a 9 day fortnight.

The Position
The key responsibilities include:

- Under general direction, undertake surveys, design, drafting, estimating, and compilation of specifications, job supervision, contract administration and costing analysis.
- Undertake projects including investigation, design, cost estimation, specification preparation, tender assessment and project implementation, as constructed recording and asset and maintenance management.
- 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.
- Check design and as constructed plans.

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

- Tertiary Educational Qualifications equivalent to an Associate Degree in Civil Engineering.
- CPCCWHS1001 – General Construction Induction White Card.
- Demonstrated experience in some of the following civil design 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.
- Demonstrated experience in civil design including roads and drainage using CAD (Autodesk preferred) and Civil Design Software.
- Demonstrated ability to supervise and develop other employees.
- Current C Class manual driver’s licence.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 6 ($91,770pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for 19/25 – Technical Officer - Civil should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 19/25, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 4 June 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact Glen Stockdale – Design Office Coordinator on (07) 4783 9800.
Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

**Essential**

1. Tertiary Educational Qualifications equivalent to an Associate Degree in Civil Engineering.
2. CPCCWHS1001 – General Construction Induction White Card or the ability to obtain prior to commencement.
3. Demonstrated experience in some of the following civil design 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.
4. Demonstrated experience in civil design including roads and drainage using CAD (Autodesk preferred) and Civil Design Software.
5. Demonstrated ability to supervise and develop other employees.

**Desirable**

1. Demonstrated experience in works relating to either or both of Local Authority and Department of Transport and Main Roads.
3. Demonstrated experience in contract administration and supervision or the ability to acquire this knowledge and experience.
4. Demonstrated experience in water supply and sewerage design.
Position Objective

Assist Design Office Coordinator 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 and costing analysis.
- Undertake projects including investigation, design, cost estimation, specification preparation, tender assessment and project implementation, as constructed recording and asset and maintenance management.
- Assist Council's Local Disaster Management Group during times of activation.
- 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 projects, and the planning, design and specification of solutions to achieve the desired outcomes.
Position Description
Technical Officer - Civil

- Under general direction co-ordinate personal and subordinate's activities to enable the effective and efficient production of design, drafting, specification and estimation workflow 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.

Position Requirements

Knowledge
- An appreciation of the long-term goals of the Design Office.
- Knowledge of Technical Services program activities and work practices together with a working knowledge of interrelated programs of other Council departments.
- Knowledge of Council's organisational structure and the functions and interrelationships of other Departments.
- Knowledge of design, work construction and control practices.
- High level of 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 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.
- Sound knowledge of principles of supervision and development of subordinate staff.
- Sound knowledge of Council's information technology systems including Relational Data Bases, Geographical Information Systems and Computer Aided Design and Drafting

Skills
- High level verbal and written communication skills.
- Quality control skills as they relate to the Design Office.
- Estimation and evaluation skills for design projects.
- Well-developed skills in relation to 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.
- Skills in tender and quotation preparation, analysis and reporting.
- Skills related to the use of Council's computerised workstations, PC's, associated ancillary equipment and the necessary operating software including Microsoft Office 365.
- 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 manual driver’s licence.
- CPCWHS1001 – General Construction Induction White Card.
- Traffic Management Implementation.
- 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 with CAD (Autodesk preferred), G.I.S., Water, Sewer and Stormwater Network Analysis Software.
- Experience in the supervision and development of technical staff.
- Experience in contract administration and supervision.

**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 project.
- 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.