

POSITION SUMMARY

Senior Technical Officer (ES302)

Directorate	Engineering Services
Section	Works
Classification	Band 2, Level 3, Grade 7
Position Status	Permanent full-time
Commencing Salary Range	\$1,306.80 – 1,372.96 per week
Reports to	Urban Works Manager
Direct Reports	Nil
Work Location	Peel Street Works Depot

Position Purpose

The position of Senior Technical Officer is to undertake day to day site survey and setout associated with road construction and maintenance activities carried out by Council works crews.

Key Responsibilities

1. Survey and setout of roads and carparks, drainage, water and sewer systems, parks and playing fields, and earthworks projects.
2. Provide effective administration assistance within the operations of the Engineers Department.
3. Use Council survey equipment (Total Station, Global Positioning Survey and Dumpy Levels) for complex engineering projects, with minimal supervision and referral to others.
4. Creativity in identifying and solving new and diverse problems.
5. Research and information is obtained correctly and accurately within agreed time frame.
6. Provide concise, relevant work information in response to supervisor requests within designated timeframes
7. Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- ◆ Diploma in related field.
- ◆ Survey and CAD experience.
- ◆ Demonstrated ability to interact effectively with people at all levels.
- ◆ Comprehensive conceptual, analytical, verbal communication and written skills of a high standard.
- ◆ Well-developed interpersonal skills including the ability to negotiate major issues and liaise effectively with staff at all levels.

Desirable

- ◆ Demonstrated ability to undertake engineering design.
- ◆ Demonstrated ability to manage several projects at one time.
- ◆ Microsoft software skills.
- ◆ Relevant Local Government engineering design experience (5 years).
- ◆ Experience in design of stormwater drainage systems/structures.

Immunisations (willingness to undergo)

- Nil

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week.
- Take Annual Leave in accordance with the applicable Leave Roster.
- Probationary period of 4 months.
- All uniform / PPE provided.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 9.5% paid by Council.
- Functional and audio required as part of selection process.

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