

# Position Description

Position Details			
Position title	Technical Officer (Works)	Position number	PD221
Group	Assets and Operations	Previous position numbers	PD201, PD731
Section	Works and Assets	Reports to	Works Superintendent
Area	Works	Evaluated / approved by	Ian Macfarlane
Team	N/A	Version number	March 2024
Position level code	6 (Line-level employee)		
Position statement	Inspect and report on the condition of BVSC transport and associated assets; develop remediation scope requirements and carry out quality assurance inspections prior to, during, and at completion of works.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Asset Inspection	<ul style="list-style-type: none"> <li>Undertake a variety of inspections and audits on Council managed assets including maintenance, condition, WAE and quality assurance.</li> <li>Apply appropriate risk management practices when undertaking all inspection duties.</li> <li>Assist in the development and implementation of a regular inspection program of BVSC transport assets.</li> <li>Investigate complaints regarding the performance of assets and recommend appropriate action to management (CRM).</li> <li>Undertake other investigations and projects as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Inspections are undertaken using recognised practices and procedures.</li> <li>Inspections and audits are undertaken within the required timeframes.</li> <li>Inspections ensure compliance with designs and specifications.</li> <li>Capture of relevant asset inspection and WAE information using relevant data capture tool.</li> </ul>
Technical Input	<ul style="list-style-type: none"> <li>Assist with preparation of maintenance and rehabilitation programs.</li> <li>Assist in the compilation and review of works specifications.</li> <li>Provide technical maintenance advice to internal and external stakeholders.</li> <li>Assist in the development of asset management systems and procedures including the use of proprietary software</li> </ul>	<ul style="list-style-type: none"> <li>Advice provided is commensurate with qualification, experience and delegation.</li> <li>Asset management systems and procedures are up-to-date and reflect current practice and assets.</li> </ul>
Contract Supervision	<ul style="list-style-type: none"> <li>Assist in the development of specifications and participate in tender evaluations.</li> <li>Assist in the management of contractors and contractor services, including (but not limited to): <ul style="list-style-type: none"> <li>Contractor induction;</li> <li>Contractor insurances, WHS and environmental controls and documentation, and associated compliance issues;</li> <li>Evaluate and authorise payment claims associated with contracts.</li> <li>Inspect work performed by contractors.</li> </ul> </li> <li>Conduct meetings with contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Contractor complies with terms of contract.</li> <li>Contractor SWMS and JSA's obtained and completed for all site works.</li> <li>Signed induction register kept for all contracted works.</li> <li>Contractor WHS compliance audited at agreed frequencies for large and small contracts.</li> <li>Zero WHS claims associated with contracted works.</li> <li>Works performed and provided documentation meets statutory requirements and BVSC policy and procedures.</li> </ul>

# Position Description

## Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Administration	<ul style="list-style-type: none"> <li>• Ensure all workplace documentation is maintained including (but not limited to) logbooks, records and statistics, daily running sheets, timesheets, action requests, records of meetings, incident reports, plant hire sheets, and quality assurance records.</li> <li>• Adherence to all current and applicable legislation, policies and procedures.</li> <li>• Prepare and respond to CRMs.</li> <li>• Prepare routine documentation and reports using agreed standard or custom formats</li> <li>• Use proprietary software to capture maintenance and WAE data.</li> <li>• Report workplace incidents and any identified hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• All workplace documentation is correctly prepared and made available to the appropriate persons or organisation in a timely manner.</li> <li>• 100% compliance to all BVSC policies and procedures regarding both execution of daily duties and general conduct.</li> <li>• CRMs are processed within the required timeframes and customers are engaged in a positive and constructive manner.</li> <li>• Communication processes promote a positive image of BVSC.</li> <li>• Incidents and hazards are reported within the required timeframe using the correct BVSC procedure.</li> <li>• Provide reports from proprietary software where required and ensure utilisation is maintained.</li> </ul>
Staff Training and Development	<ul style="list-style-type: none"> <li>• Individual staff are responsible for ensuring all organised training is attended; if unable to attend ensure Employee Support Services and line manager are notified prior to the training date.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain professional currency with regard to best practise, legislation, policy and procedures at all times</li> </ul>
Innovation and Adaptability	<ul style="list-style-type: none"> <li>• Willingness to suggest and adopt new initiatives.</li> <li>• Capacity to adapt to and promote change in the workplace.</li> <li>• Identify and use contemporary technology and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and adopt new initiatives, changes, technology and equipment.</li> </ul>

## General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

## Our Values Commitment: PLaCE

### We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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## Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Minimum five (5) years' experience working on civil construction projects or similar (indicative).
- Demonstrated experience carrying out asset inspection, condition assessment and quality assurance.
- Demonstrated proficiency in the interpretation and application of relevant Acts, policies, specifications, and best practise relating to civil engineering and infrastructure works.
- Well-developed understanding of, and ability to apply, the principles of contract administration and project management.
- High level and demonstrated working knowledge of computer software applications and experience in using data management programs to maintain field data and records.
- Highly developed written and verbal communication skills.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as LGA50404 - Diploma of Local Government (Operational Works) or other specialist training or work experience.

### Selection criteria – qualifications / licences

- Certificate 4 level qualification in associated and applicable discipline
- SafeWork NSW General Construction Induction Card (White Card)
- NSW RMS Class C licence

### Selection criteria – mandatory training

- NSW Traffic Controller qualification
- NSW Implement Traffic Control Plans qualification

### Selection criteria – desirable training

- Diploma in Civil Construction Design, or equivalent level qualification in the discipline area (or ability to enrol)

Conditions of Employment			
Status	Permanent full time		Hours per weeks 35
Award classification	Band: 2	Level: 2	Award Local Government (State) Award 2023
BVSC grade	8		
Pattern of work	8.00am to 4.30pm, Monday to Friday with one hour unpaid lunch break		
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Emergency or project work may require alternative timings at short notice		
Delegations			
Staff	Number of direct report positions: 0		Staff span of control: 0
Budgetary	\$Nil		
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$N/A		
Statutory	As per BVSC Register of Delegations		
Security	Access to Bega Depot Monday to Friday, 6am to 6pm.		
Benefits			
Motor vehicle	Work Related Vehicle (commuter use)		
Information technology	<input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
Telecommunications	<input checked="" type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
Workwear	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Safety boots, Hi Viz vest, sun hat, protective eyewear, ear defence, gloves, wet weather gear.		
Tools	Not applicable		

## Model Job Demands Checklist

Please ensure this checklist should be completed in conjunction with People and Governance Team.

**Job title:** Technical Officer

**PD Number(s)** PD221

**Completed by** Name: James Downes

Date: 08/12/2021

### Administration

### Notes

Computer Use (including hand held tablet)  
*generic screen based*

Yes

Sitting at desk

Yes

Standing for long periods  
*if yes, please indicate length in hours*

Minimal Likelihood

### Manual Handling

### Notes

Light lifting/Carrying (0-9kg)

Minimal Likelihood

Moderate Lifting/Carrying (10-15kg)

Minimal Likelihood

Heavy Lifting/Carrying (16kg and above)

No

*Note- If yes, the manager/coordinator must liaise with WHS Advisor*

Climbing

No

Bending

Yes

Kneeling/Squatting

Minimal Likelihood

Reaching

Yes

Sequential/Repetitive movements in short period of time  
*is the ability to carry out a repetitive action doing the same thing over and over again*

No

Manual dexterity/manipulation  
*is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements*

No

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Minimal Likelihood	
Walking whilst pushing/pulling object	No	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note - If yes, a functional assessment may form part of the pre-employment medical</i>
Works in a customer service environment	No	
Confined spaces	No	<i>Note - If yes, this must also form part of position description</i>
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note - If yes, a baseline hearing test may form part of the pre-employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note - If yes, a baseline spirometry test may form part of the pre-employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>
Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note - If yes, a baseline skin screening test may form part of the pre-employment medical</i>
Exposure to some infectious diseases	No	<i>Note - Please see Immunisation Procedure 6.05.3 and Immunisation section of the model job demands checklist</i>

Vision		Notes
Vision <i>Ability to identify safety critical colours</i>	No	Text available on safety equipment and incumbent will hold current drivers licence
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	No	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	No	
Tasks involving interacting with distressed people	Yes	
Immunisations		Notes
COVID-19	Yes	<i>Note - Recommended that incumbent has received two doses of a COVID-19 vaccination due to nature of role and the need to provide services to members of the public.</i>
Hepatitis A & B	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Measles, Mumps, Rubella, Pertussis and Varicella	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>
Tetanus	Minimal Likelihood	<i>Note - Please refer to immunisation procedure 6.05.3</i>

### Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.