**Position Title: TEchnical officer**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| **ENGINEERING & TECHNICAL SERVICES** | TECHNICAL SERVICES | 6-7 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | SENIOR DESIGN OFFICER |
| **Positions which report directly to this position:** | Nil |
| **Positions which report indirectly to this position:** | Nil |
| **Other Key Working Relationships:** | Operations staff, Urban Services staff, Manager Technical Services, Other Technical Services staff, Finance staff, Environmental Services Staff, Contractors and members of the public. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To provide engineering support in survey and design projects including road design, storm water design, kerb and gutter design, water & wastewater design and other delegated survey and design projects in accordance with sound engineering practices. |

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| **SECTIONAL STRUCTURE** |
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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilising Council’s assets in an efficient, effective and economical manner. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | |
| **(Personal) behaviour competencies** | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Qualifications/**  **Licences** | * Certificate IV in Civil Construction Design or equivalent. * Class C driver’s licence. * Construction Induction (White Card). * Traffic Control Tickets – TC, ITCP and PWZTMP. * ARTC – Track Safety Induction. |
| **Skills and Experience** | * Demonstrated experience within a design office in a technical role. * Knowledge and understanding of road design and construction principles. * Demonstrated knowledge of, and ability to, interpret and apply relevant legislation, standards and guidelines. * Knowledge and experience with Global Navigation Satellite System (GNSS). * Knowledge of contemporary design standards as applied to infrastructure design in a local government. * A proven ability to interpret technical data. * An ability to create cost effective and efficient design solutions. * Demonstrated commitment to delivering quality customer service and responsiveness to customer requests. * Competent computer skills in Word, Excel and Access, MapInfo, Magnet, Autocad, GIS and Project. * Good written and verbal communication skills and ability to liaise with stakeholders. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| **IP&R Focus Area- Future Direction 1: Connect Cabonne to each other and the world** | |
| **Assets** | * Assist the Senior Design Officer with design projects so that construction plans are provided in a timely manner and the information included in the documentation is accurate and constructible. * In consultation with the Senior Design Officer, efficiently design and document road construction projects for local roads both urban and rural within the required timeframes. * Provide Machine Control files and Calibration Files as needed within the required timeframes. * Effectively operate Magnet civil engineering software, AutoCad drafting software, Mapinfo and other relevant software systems. * Undertake traffic data collection, including traffic counts and traffic category collection on a regular basis throughout Councils road network and to maintain up to date records at all times. * In consultation with the Senior Design Officer, design and document civil works within urban areas within the required timeframes. * Provide accurate and timely information to staff members and members of the public on relevant matters as requested. * Effectively communicate (both orally and in written form), with Council staff from other sections and directorates and with members of the public on relevant matters as required ensuring that the Senior Design Officer and Manager Technical Services are kept informed of any changes to work scope, any significant decisions that need to be made or any areas of conflict that has arisen. All written correspondence to external parties is to be approved by the Manager Technical Services prior to being sent out. * Ensure the GNSS accuracy and application to job sites in an agreed timeframe as directed by the Senior Design Officer and Manager Technical Services. * Ensure the correct calibration & maintenance of machine control (GNSS and UTS) by conducting quality control tests and providing technical support. * Provide technical & quality engineering support in carrying out tasks. * Accurately collect information from the field using a number of techniques including survey (with Total Station) and GNSS, site measurements, photographs and sketches. * Ensure that utility adjustments and land acquisitions procedures are commenced under direction from the Senior Design Officer and Manager Technical Services at the onset of the design phase to ensure no disruption occurs to the timeline of the civil construction phase for all projects which you are the designated project officer. |
| **Reporting & Compliance** | * Keep accurate records and notes including timesheets, calculation sheets, file notes, observations and provide relevant input into reports as requested. * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |