

Role Description

Technical Officer Field Inspection



Title	Technical Officer Field Inspection
Classification/Grade/Band	Band 2 Level 3
Group/Unit/Section	Water and Sewer / Water Planning and Development / Water Services and Design
Reports to	Senior Development Engineer

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Technical Officer Field Inspection is responsible for contributing to the provision of water and sewerage services to the community through the quality assurance of new assets including the construction, testing and commissioning phases.

The position of Technical Officer Field Inspection is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities



- Provide written and oral technical advice and constructability input during the review of engineering plans for the creation or modification of water and sewerage assets including pipelines, valve structures and pumping stations.
- Provide technical input to the development and continuous improvement of technical standards relating to the design and construction of water supply and sewerage assets including research of industry best practice, relevant regulatory requirements and constructability;
- Oversee the construction of new assets and ensure compliance with approved design drawings/specifications. Provide instruction for contractors to cease works and implement corrective actions where works have not been undertaken in accordance with approved requirements and relevant industry standards and best practice.
- Co-ordinate and oversee the acceptance testing and commissioning of new assets to allow an efficient transfer from the construction phase to the operational phase of the asset's life cycle. Also ensure that work as executed documentation is accurate and that final assets shown in Council's asset registers are correct.
- Perform administrative functions associated with the position to meet the objectives including but not limited to planning, designing, quotations, report writing, letter writing, spread sheet and database usage and using Council's document management system;
- Provide professional technical advice to Council employees, internal and external stakeholders including but not limited to the following elements:
 - Operation of Council's water and wastewater systems;



- Job planning in relation to water and wastewater works;
 - Shutdown planning associated with third party works;
 - Pipe work materials and design;
 - Construction techniques and safety.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role; mandatory statement
- The Technical Officer Field Inspection may work away from Council premises and is required to make autonomous decisions usually influence only by Council policy, the situation and relevant legislation framework. Independent action is required;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Technical Officer Field Inspection influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Technical Officer Field Inspection is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.



Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;



- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Diploma qualification in Civil Construction Design or related field combined with ongoing professional development;
- Current Class C Driver's Licence
- Valid White Card (General Construction Induction Card) – SafeWork NSW or equivalent;
- Current Certification to Enter and Work in Confined Spaces;

EXPERIENCE

- Considerable experience within the Water and Wastewater industry in the construction and operation of water supply and wastewater systems, including environmental assessments and engineering design.



- Strong background in the application and understanding of Water Services Association of Australia (WSAA) design codes.
- Demonstrated experience in project scheduling as well as the leadership of internal operational and construction-based employees.
- Demonstrated experience in the development and implementation of improved technical standards, work practices and procedures.
- Demonstrated experience in the use of a personal computer for spreadsheet and database applications, letter and report writing and MS Suite of Works (e.g. MS Outlook, MS Word and MS Excel).

Key Relationships

Internal	External
Section Managers/Team Leaders	Community
Water and Sewerage Delivery and Operational Staff	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
Council employees	Community Organisations – service clubs etc.
	Consultants, solicitors and other professionals
	State and Federal Government Agencies

