**Position Description**

|  |  |
| --- | --- |
| **Position Title** | **Works Officer** |
| Position Code | ENG033 |
| Department | Engineering |
| Division | Works |
| Reports To | Works Coordinator |
| Direct Reports: | Nil |
| Position Classification | Administrative/Technical/Trades Band 2, Level 2 |
| Position Status | Full-time |
| Allowances | Nil |

**SPECIAL CONDITIONS**

Nil

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to undertake inspections of Councils Infrastructure for reporting, risk and works identification required which will assist in the development of Councils Maintenance Program and Operational Plan, Delivery and Community Strategic Plans.

This position will also be required to provide relief for the Technical Officer as directed by the Works Coordinator.

|  |  |
| --- | --- |
| *Areas of Delivery* | *Est. % of time spent* |
| *Undertake risk based inspections of Councils infrastructure* | *40%* |
| *Undertake regular scheduled on-site inspections to assist in the determination of work schedules and programs* | *20%* |
| *Scoping of maintenance works* | *15%* |
| *Monitoring and reporting on Contractor Operations and stock levels within Councils Gravel Pits* | *15%* |
| *Undertake traffic counts and traffic classifications* | *10%* |

**POSITION RESPONSIBILITIES**

**Maintenance and Inspections**

* Undertake and record in Council’s enterprise management system on risk based inspections of Councils infrastructure and assist the Works Coordinator in the preparation of reports from those inspections as well as prioritising and developing action plans;
* Undertake regular scheduled on-site inspections to assist in the determination of work schedules and programs and to confirm compliance of works with approved works procedures, quality requirements and standards;
* Undertake traffic counts and traffic classifications counts and updated in Council’s enterprise management system;
* Identify and report on maintenance requirements to the Works Coordinator;
* Scoping of maintenance and capital works as directed by the Works Coordinator to contribute to the Community Strategic Plan, Delivery Plan and the Operational Plan including the works program.

**Quarries and Gravel Pits**

* Assist the Works Coordinator with monitoring and reporting on Council and Contractor Operations within Councils Gravel Pits;
* Assist the Works Coordinator with monitoring and reporting on both stock levels and quality of crushed and uncrushed material within Councils Gravel Pits;
* Undertake at least annual site inspections on Council use gravel pits and assist with any actions from the inspections for compliance with the relevant Mining Legislation.

**Organisation**

* Undertake the roles and responsibilities of the Technical Officer Position Description as directed by the Works Coordinator;
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Correct unsafe or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the immediate Supervisor or appropriate Manager;
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Works Coordinator;
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

|  |  |
| --- | --- |
| **Who** | **Why** |
| Internal |  |
| Works Coordinator | Direct Supervisor |
| Technical Officer | Colleague and relieves this position during absences |
| Council Staff | Interaction with Council staff on a regular basis |
| External |  |
| Community Members | Interaction with community members when working in the field. |

**POSITION CAPABILITIES**

|  |  |  |
| --- | --- | --- |
| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Intermediate |
| Displays Resilience and Adaptability | Intermediate |
| Act with Integrity | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Communicate and Engage | Intermediate |
| Community and Customer Focus | Foundational |
| Works Collaboratively | Intermediate |
| Influence and Negotiate | Foundational |
|  | Plan and prioritise | Intermediate |
| Think and solve problems | Intermediate |
| Create and Innovate | Intermediate |
| Deliver Results | Foundational |
|  | Finance | Intermediate |
| Assets and Tools | Intermediate |
| Technology and Information | Intermediate |
| Procurement and Contracts | Foundational |

**PERSON SPECIFICATION**

**Essential**

* Class C (Standard) Drivers Licence;

**Experience**

* Knowledge and experience in road construction and maintenance activities;
* Knowledge and experience in the collation of infrastructure inspection data
* Experience in coordinating quarrying activities and gravel pit operations

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation
* Financial delegation as per Councils delegation register

**EQUIPMENT REQUIRED FOR THE POSITION**

* Vehicle allocated to the position, fitted with Odometer and Dash-Cam. (No private access)
* Mobile Phone
* Mobile Tablet + Cradle (fitted to vehicle)

|  |  |
| --- | --- |
| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

|  |  |
| --- | --- |
| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |