

Position Title:	Technical Officer Roads Maintenance		
Position Code:		Evaluated:	12/11/2021
Award Classification:	Band:	2	Level: 2
Salary System Grade:	Grade:	4	Minimum Level: Entry
Approved:	Matthew Lysaught		Date: 11/11/2021

Primary Purpose of the Position

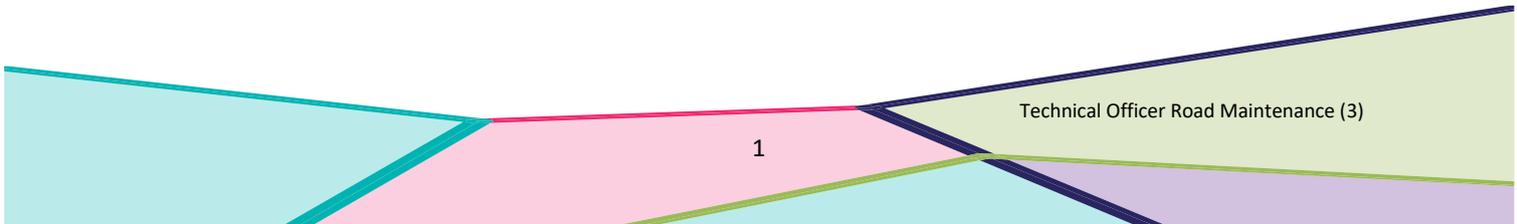
The Technical Officer Roads Maintenance manages all aspects of the Transport for NSW Road Maintenance Council Contract, integrating contract works, technical, and administration functions. Carry out network asset condition inspections and provide technical assistance to Council's Works team to ensure that Council's road maintenance practice is consistently applied to a best practice standard across Council's State, Regional, urban and rural road network.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Manage and integrate all aspects of Council's Transport for NSW Road Maintenance Council Contract to a best practice standard.
2. Provide primary contract Liaise with Transport for NSW in relation to the Road Maintenance Council Contract.
3. Ensure suitably qualified and experienced contractors and service providers are engaged in order to carry out best practice infrastructure service delivery for the Transport for NSW Road Maintenance Council Contract. Ensure compliance of contractors with Council's and Transport for NSW policies and procedures.
4. Provide on-site technical advice and guidance to Council's Works teams to ensure works are consistently carried out to a best practice standard across the State, Regional, urban and rural road network.
5. Provide guidance and technical advice external stakeholders.
6. Carry out and ensure currency of documented asset condition inspections in order to assist the prioritisation and planning of future works programmes.
7. Assist in the continual improvement of Council's documented work specifications to ensure alignment with Transport for NSW and Aus-Spec technical standards.
8. Carry out service request site inspections and recommend options for treatment.
9. Provide reports and advice to senior management on the status of projects and programmes and make recommendations.
10. Ability to work autonomously with minimal direction.
11. Any other such duties that are commensurate with the employee's skill level, competency and training.



Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	Capability & Behaviour Descriptors
 <p>Effective Communication - Listen, interpret and convey information in a clear and respectful manner</p>	<ul style="list-style-type: none"> Present your ideas and views in a clear and respectful way Consider body language and facial expressions and adapt where necessary View concerns and disagreements as challenges to be solved, and follow issues through to resolution
 <p>Ethical Behaviour - Be professional, ethical, and demonstrate behaviour in line with the Spirit Values</p>	<ul style="list-style-type: none"> Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values Understand and act in accordance with legislative and policy frameworks Recognise, seek advice and report misconduct, illegal and inappropriate behaviour
 <p>Achievement - Achieve quality outcomes in line with organisational objectives</p>	<ul style="list-style-type: none"> Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards Understand objectives and prioritise work accordingly Identify and suggest system or process improvements within your own functional area

Key Tickets, Qualifications and Other Skills

1. Diploma in Civil Engineering (or equivalent) or equivalent related work experience.
2. Demonstrated organisational and planning skills, including the capacity to work to deadlines and set priorities.
3. Current Class C Driver's Licence.
4. Demonstrated competence in computer operations, including word processing, and spreadsheets, and competence in the use of Microsoft Office software (or equivalent).
5. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
6. Demonstrated developed key capabilities as defined in the Key Capabilities Table (above).