

Position Description

Position title	Design and Technical Officer
Reports to	Supervisor Technical Investigations
Department	Infrastructure Services
Classification	Level 4 - Local Government Industry Award (Stream A)
Last Review Date	November 2019

Position Summary

Under the general supervision of the Coordinator Technical Services, this position is responsible for investigation and assessment of a wide variety of issues primarily related to roads and drainage infrastructure, water and waste and for preparing design solutions.

Position Specific Accountabilities

- Respond to all customer requests within 30 day timeframe, including ensuring interim communication during this period.
- Prepare written reports for consideration by management.
- Contribute to the operational objectives by assisting in the investigation and design phases of projects.
- Analyse traffic data and compile traffic reports.
- Conduct signage audits and implement measures to ensure proposed signage is compliant with relevant standards.
- Complete accurate design and quantity estimation.
- Assist other staff and the general public with general road and drainage information.
- Assist with road safety and traffic related matters.
- Carry out surveys and formulate responses as required.
- Provide general and/or technical services for Design, Civil Works and other departments as required.
- Undertake work on CAD/12D and/or computer mapping systems.
- Update and maintain master records and plans as required.
- Maintenance of the Quality Assurance System in particular plan registration and retrieval.
- Maintenance of TRC's Technical Library data.

Organisation Responsibilities

- Model the highest standard of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all relevant legislative frameworks, rules, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including: TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation; Purchasing and Procurement; and Comply with all Workplace Health & Safety legislation, and other relevant policies, procedures and legislation;
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Selection Criteria

1. Demonstrated skills in CAD, computer mapping, or capacity to rapidly acquire such skills
2. Demonstrated understanding of relevant Engineering Design Standards and their application
3. Strong skills in operating the Microsoft Office suite of technologies (in particular Word, Outlook and Excel) and other software programs
3. Demonstrated exceptional written and verbal communication skills including the ability to communicate complex issues in a clear and concise manner, and effectively negotiate with a wide range of people.
4. Ability to prioritise and manage multiple tasks with competing deadlines

Qualifications

- Progress towards an Associate Degree in Civil Engineering or other relevant qualification/knowledge/experience
- Queensland Construction White Card, or National equivalent

Desirable

- Formal qualification in the civil engineering field
- Strong knowledge of the legislative requirements of the MUTCD and TRUM manuals.
- Strong working knowledge of IT systems including Microsoft Project.
- Formal training in Speed Limit Reviews (MUTCD part 4).
- Formal training in Road Safety Audit and Evaluation.

Position Specific Conditions

The role requires the possession of a current Drivers Licence and evidence of skills and qualifications

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	