

Job Specification: Technical Officer Engineering

Position Details:

Council is seeking an experienced and motivated individual to join our team in the role of Technical Officer Engineering. In this role you will be responsible for the preparation of design drawings, specifications, and project plans relating to civil engineering work for both construction and maintenance of Council infrastructure (including roads, footpaths, bridges and stormwater drainage). The Technical Officer Engineering works closely with other Engineering team members to deliver engineering solutions which best serve Council and the community.

What you need to succeed:

To be successful you will be interested in furthering your career in engineering within Local Government and have completed an Advanced Diploma in civil engineering, with a minimum of 5 years experience or an equivalent combination of training, skills and experience.

What we will offer you:

This full time position is based at Council's offices at Westbury, a short 25 minute drive from the regional city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- The position is offered as a permanent full time role;
- Annual salary will be negotiable depending on experience within a range of \$71,157 to \$85,539 under Council's Enterprise Agreement 2022;
- In accordance with Council's Enterprise Agreement 2022 salary increases are scheduled in July each year. An increase between 3.8% to 4% will apply in July 2024.
- Superannuation will be paid with an 3.5% above the amount required by the superannuation guarantee, currently 14.5%. This will increase to 15% by July 2024.
- A 19-day month, allowing for a rostered day off for full-time employees;
- On occasion, there may be a requirement to work outside standard office hours, appropriate arrangements will be put in place where this is required.

Other employment conditions and benefits include:

- A qualifying period of six months will be applicable to this position;
- Standard office hours are 8:30am to 5:00pm;
- A 19 day month, allowing for a rostered day off is offered to full time employees;
- Genuine demonstrated commitment to flexible working arrangements;
- Four weeks annual leave with leave loading per year;
- 10 days personal leave (sick/carers) per year;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- Ongoing learning and development opportunities;
- A range of progressing Health and Wellbeing Services including onsite gymnasium and access to the Employee Assistance Program;
- Paid parental leave of up to eight weeks after 12 months service; and
- Free on-site parking.

As an organisation we are committed to maintaining our *Employer of Choice* status.

Selection Criteria:

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements:

1. Advanced Diploma in civil engineering with a minimum of 5 years' experience or an equivalent combination of training, skills and experience.
2. Understanding of local government infrastructure assets and technical requirements.
3. Excellent communication skills (written and oral) and interpersonal skills in order to relate to customer enquiries.
4. Ability to undertake stakeholder negotiation on infrastructure asset standards with consultants and contractors.
5. High level computer skills for administration and infrastructure design.

It is also a requirement that the successful applicant has a motor vehicle licence.

Learn more:

If you have any questions please contact David Murray, Director Infrastructure Services on (03) 6393 5340 or email david.murray@mvc.tas.gov.au

How to apply:

To be considered for the position, all applications must include:

- Application form;
- Covering letter;
- Current resume;
- Statement addressing the Selection Criteria (maximum of two pages).

Applications should be forwarded to the attention of the Human Resources Officer via email to: recruitment@mvc.tas.gov.au

Applications close **Friday 26 April 2024 at 9.00am**, however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

POSITION DESCRIPTION

Technical Officer Engineering

Infrastructure Services Department

April 2024

POSITION CONTEXT

The Technical Officer Engineering is part of the Infrastructure Services Department which is responsible for determining Council's capital works program, asset management strategy and execution, waste management strategy, determining and leading the emergency management plan, together with undertaking various projects which arise from time to time. The Department is also responsible for undertaking specific projects and initiatives which support land use planning and the growth and diversification of the Meander Valley's economic base. This Department has a close working relationship with all Departments as much of its work requires input or creates outputs for others.

The Technical Officer Engineering is responsible for the preparation of design drawings, specifications, and project plans relating to civil engineering work for both construction and maintenance of Council infrastructure (including roads, footpaths, bridges and stormwater drainage) which is directed by Council's Asset Management Strategy. The Technical Officer Engineering works closely with other Officers in the Engineering Team in delivering engineering solutions which best serve Council and the community.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Engineering.

There are no direct reports to this position.

KEY CHALLENGES

- Preparing accurate and detailed designs and documentation to ensure projects can be delivered on time and to budget.
- Undertaking operational tasks and providing internal and external customer service in a timely manner.
- Assessment of development applications and inspection of works within required timeframes.

PRIMARY RESPONSIBILITIES

- Undertake assessment of engineering documentation submitted for development applications and prepare engineering referrals and advice within required timeframes.
- Assess applications for new property accesses and works within road reserves.
- Undertake inspection of construction works and document information as required by Council processes.
- Assess applications for occupancy of road reserves including preparation of assessment reports.

- Prepare designs, drawings and specifications for civil engineering works as a result of new, failing or proactive improvement of infrastructure.
- Assist others with procurement processes including preparation of specifications, evaluations and reporting to ensure compliance with Council policy and procedure.
- Carry out routine and emergency asset infrastructure inspections and prepare reports on asset condition.
- Prepare project plans for maintenance or construction works which involves: costings, timeframes, human resources, plant, equipment and materials, milestone reporting, relevant policy and procedure suite for both operations, safety and emergency, diversion or alternate infrastructure plans, consultation and similar.
- Undertake project tasks as assigned in project plans or as directed, and in accordance with relevant Council policy; this may include taking responsibility for contractors or staff directly appointed during the life of the project.
- Investigate problems with existing infrastructure assets and determine any matters for rectification and make recommendations of integration into capital works planning, minor works or emergency work.
- Assist to update Council's asset management register and GIS with data relevant to assets which will assist and inform decision making and future planning.
- Assist with the preparation of information for reports for Council meeting or workshop agenda items with respect to requests from the Team Leader Engineering or Director which may arise from time to time.
- Attend and provide technical advice and information as requested to Council and Community committees as they relate to this role.
- Any other duties that may be reasonably determined from time to time by the Team Leader Engineering or Director Infrastructure Services.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the Tasmanian *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. Advanced Diploma in civil engineering with a minimum of 5 years' experience or an equivalent combination of training, skills and experience.
2. Understanding of local government infrastructure assets and technical standards for assets.
3. Knowledge of work health and safety and how it relates to construction and civil works, particularly when authorising contractors to carry out work.
4. Excellent communication skills (written and oral) and interpersonal skills in order to relate to customer enquiries.
5. Ability to undertake stakeholder negotiation on infrastructure asset standards with consultants and contractors.
6. High level computer skills for administration and infrastructure design.
7. Current vehicle driver's licence and commitment to maintaining this.

ATTACHMENTS

- Council's Values and Behaviours
- Organisational Structure

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for
one another

Be trustworthy, honest
and tolerant

Be positive and receptive
to new ideas

Be innovative, creative
and learn

Take a fair, balanced and
long term approach

Use sound
business practices

Work together

Organisational Structure

