



# COBAR SHIRE COUNCIL

## JOB DESCRIPTION

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**TITLE:** Engineering Technical Officer

**EMPLOYEE:**

**CLASSIFICATION:** Band 3 Level 3

**DATE:** May 2009

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*Note: This is not a static document, Management reserves the right to review and amend this job description in consultation and mutual agreement with the position holder from time to time as the need arises.*

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### JOB SUMMARY

- To work as part of a team to provide an effective service to Council and its customers.
- To promote the image of Council by providing a high level of courteous, efficient and effective service.
- To ensure completion of work to a high standard, within given time frames and budget allocations.
- To strive to achieve maximum benefit from all resources.
- To ensure that all practices comply with Council's OH&S policies.
- To integrate the planning, cost control and supervision of Council's tree removal and replacement programme in accordance with Council's Tree Preservation Policy.
- To draft engineering plans using GIS, Civilcad and Autocad software.
- To carry out survey works as required using total station and other survey equipment.
- To integrate the planning, cost control and supervision of the Swimming Pool and Airport.
- To prepare management plans, risk management plans, policy and procedures relevant to the Engineering Department.

## JOB RESPONSIBILITIES

- Responsible to: Operations Manager  
Works Manager  
RTA Contracts Manager
- Responsible for: May be required to supervise staff, work teams and contractors for specific projects
- The position is part of the Engineering Section. This Section is responsible for the management of the following areas:-
  - Parks, gardens and sporting fields;
  - Town streets, footpaths, street trees, urban drainage systems and street furniture;
  - Cobar Airport and village Approved Landing Areas;
  - Cobar and village cemeteries;
  - Swimming pool;
  - Water reticulation and sewerage collection systems in Cobar and villages;
  - Water filtration and sewerage treatment plants;
  - Classified and Shire roads, bridges and traffic facilities;
  - Workshop and depot facilities at Cobar and Euabalong;
  - Engineering administration services.
- As a member of this Section the person may be directed to carry out such duties that are within the limits of the employee's skill, competence and training, to assist the Section in meeting its overall objectives.
- Management reserves the right to transfer staff internally to undertake duties as work programmes dictate required staff levels. Wages/Salaries payable following such a transfer shall be in accordance the NSW Local Government (State) Award 2007 and shall be at least equal to the entry level of the positions Band/Level/Grade or higher dependent on the employee's individual skill level. Council has proposed this modification in order to be flexible towards undertaking work programmes and to all for covering absences of other employees absent on sick, annual or long service leave.

## SPECIFIC ACCOUNTABILITIES

1. PROJECT MANAGEMENT
  - 1.1 Ensure that work is completed to approved quality requirements and Council guidelines.
  - 1.2 Ensure overall efficiency by the appropriate use of innovative maintenance and construction techniques and the use of contractors as part of the planning and coordination of the works activities.
  - 1.3 Keeping up to date in developments in Contract Administration.
  - 1.4 Ensure Traffic Management Plans are implemented by using the appropriate methods to comply with the legislation.
  - 1.5 Coordination of works programmes for town maintenance including parks and gardens.

## **2 AIRPORT OPERATIONS**

- 2.1 Ensure that Council meets licence and statutory requirements.
- 2.2 Ensure that public safety is assured at all times.
- 2.3 Update Airport Operations Manual.
- 2.4 Liaise with Local Emergency Management Committee for updating Airport Emergency Plan.
- 2.5 In consultation with Airport users amend landing fees and charges.
- 2.6 Monitor works programme to ensure that service level provided is in accordance with budgetary constraints.
- 2.7 Provide input into Council's budget process.
- 2.8 Notify Air Services Australia of amendments to ERSA and RDS.
- 2.9 Keep up to date with relevant legislation.

## **3 SWIMMING POOL**

- 3.1 Monitor works programme to ensure that service level provided is in accordance with budgetary constraints.
- 3.2 Provide input into Council's budget process.
- 3.3 Implement and monitor Capital Works programme.
- 3.4 Keep up to date with relevant Australian Standards.
- 3.5 Ensure that Council fulfills all legislative requirements.
- 3.6 Monitor Swimming Pool Contract.

## **4 FINANCIAL AND OTHER REPORTING**

- 4.1 Provide management information by preparing detailed estimates of cost; detailed programmes of works including resource allocations, cash flows and review; controlling expenditure including monitoring, forecasting and reporting on construction and maintenance activities and advising of corrective action required.
- 4.2 Review expenditures monthly for all programmes and more frequently for critical projects and make necessary adjustments in consultation with other staff.
- 4.3 Annual forecast of expenditures prepared within one month of budget approval and reviewed quarterly.
- 4.4 Correct costing and allocation details provided on all documentation within control.
- 4.5 Preparation and updating of individual Management Plans for Parks and Gardens, Cemetery, Airport and Swimming Pool
- 4.6 Source grant funding where required.

## **5 GENERAL OFFICE**

- 5.1 Drafting of engineering plans, both manually and using CAD software, as permitted by project and resource constraints of the position holder.
- 5.2 Complete Engineering survey works using Total Station and other survey equipment as work programme demands and producing computer generated plans, as permitted by project and resource constraints of the position holder.

- 5.3 Liaise with various outside bodies, Government Departments, contractors and consultants associated with Council's activities and with the general public to project and promote an efficient and courteous image of Council and Engineering Section.
- 5.4 Preparation of correspondence and reports relevant to the position.
- 5.5 Undertake any other duties that may be required to be carried out at any time.
- 5.6 Support Works Manager and Operations Manager on technical issues.
- 5.7 Coordinate OH&S procedures for the department including SWMS, risk assessments and hazard identification.

## **6 OPERATION OF PLANT AND EQUIPMENT**

- 6.1 To ensure Council's plant, vehicles and equipment is operated and to operate Council's vehicle in accordance with the Motor Traffic Act, Council's Code of Practice for the Operation of Plant and Vehicles and the relevant guidelines of the Workcover Authority and the Occupational Health & Safety Act 2000.

## **7 RISK and OH&S RESPONSIBILITIES**

- 7.1 Ensure all work is performed in accordance with the requirements of Council's OHS policy and procedures
- 7.2 Ensure all work is performed in accordance with the site-specific risk assessments, SWMS (safe work method statements) and SOPs (safe operating procedures)
- 7.3 Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- 7.4 Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- 7.5 Use and maintain all safety equipment and personal protective equipment in accordance with relevant standards.
- 7.6 Commitment to OHS and promote a risk assessment approach to all activities performed by Council by participating in risk assessment process and attending toolbox and other meetings relating to OHS requirements.
- 7.7 Have a sound understanding of OHS requirements associated with employment duties by attending OHS training sessions.

## **SKILL DESCRIPTORS**

### **AUTHORITY AND ACCOUNTABILITY**

- Jobholder will provide a specialised/technical service in the completion of work and/or projects which have elements of complexity, ie composed of many parts that may be more conceptual than definite.
- The position may manage several major projects of sections within a Department of Council.
- Jobholder has responsibilities as a coordinator.
- Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the immediate supervisor. This job requires some planning since activities and resources need to be coordinated.
- Knowledge of the structure, functions and processes of the whole organisation is required to competently complete the tasks required in the job. Decisions made by the job holder affect the work and activities of others within the organisation.
- This job is responsible for controlling expenditure. The job holder also specifies requirements as an input to budget development and has a shared responsibility for generating non-standard revenue.

### **JUDGEMENT AND PROBLEM SOLVING**

- The position has a high level of independence in solving problems and using judgement. Problems can be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems.
- The jobholder has the skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work.
- Assistance is readily available from others when solving problems.
- Problems are solved by applying standards/established practices and procedures or operating instructions. The job holder is required to recommend and make normal improvements to existing methods and techniques.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- The jobholder requires the skills and knowledge to resolve problems where a number of complex alternatives need to be addressed.
- The jobholder has specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.
- In depth specialist knowledge and with a high level of demonstrated competency is required in the following areas:
  - ✓ Contract Management
  - ✓ Project Management
  - ✓ Strategic Planning
  - ✓ Analysis and Design
  - ✓ Survey

- The job holder requires a thorough understanding and competence in the following knowledge areas in order to solve day to day problems:
  - ✓ Local Government Act, 1993
  - ✓ EEO principles and OH&S practices
  - ✓ Risk Management

### **MANAGEMENT SKILL**

- Jobholder may be required to manage staff, resolve operational problems and participate in a management team to resolve key problems.
- The jobholder may require skills to supervise a team of staff, to motivate them and monitor performance against work outcomes.
- The job holder is also expected to co-operate with co-workers in creating smooth workflow, including assisting with each others work when necessary.
- The job holder is required to supervise contractors and has contract management responsibility.

### **INTERPERSONAL SKILL**

- Jobholder may be required to have skills in leading and motivating staff.
- Jobholder is required to have persuasive skills to seek agreement and discussing issues to resolve problems with people at all levels.
- The position requires jobholder to have communication skills to enable provision of key advice both within and outside Council and to liaise with external bodies.
- Jobholder requires skills to manage others, and also skills to explain issues/policy to the public or others and to reconcile different points of view.
- The job holder is responsible for providing information to external customers and assisting with routine service problems.
- This job requires communication skills which enable the job holder to perform the following activities:
  - ✓ Explain situations
  - ✓ Exchange/explain information
  - ✓ Train staff
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide or obtain information:

- ✓ General Manager
- ✓ Department Heads
- ✓ Section Managers
- ✓ Other Council Employees
- ✓ Government Departments
- ✓ General Public

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide or obtain information:

- ✓ Members of the public
- ✓ Commercial/industrial/development representatives (eg vendors, builders)
- ✓ Community organisations - service clubs etc
- ✓ Consultants, solicitors & other professionals
- ✓ Other Councils

### **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications combined with a high level of practical experience and an in-depth knowledge of work.
- The jobholder requires a thorough working knowledge and experience of all work procedures for the application of technical and/or administrative skills based upon suitable certificate or post-certificate-level qualifications.
- The preferred qualification for this job is an Engineering Diploma. It would be expected that the person would have between five and six years relevant work experience.

## **SELECTION CRITERIA**

### **ESSENTIAL CRITERIA**

- Class C Licence
- Degree/Diploma in a relevant discipline or extensive relevant experience
- Commitment to OH&S practices & EEO principles
- Effective oral & written communication skills
- A commitment to excellent customer service
- Demonstrated ability to carry out contract management
- Demonstrated ability to plan and organise works to meet time and cost targets
- Demonstrated ability to set and achieve targets and work as a member of a team
- Demonstrated ability to use CivilCad & other programs
- Demonstrated ability to use Total Station and GPS

### **DESIRABLE CRITERIA**

- OHS Construction Induction (White Card) Certificate
- Airport Reporting Officers Certificate
- Competent in the use of MapInfo
- Demonstrated knowledge of relevant Australian Standards and legislative requirements
- Demonstrated ability to prepare and implement Management Plans
- Demonstrated ability to draft original work schedules
- Demonstrated ability to set out cost effective works programmes
- Demonstrated ability to plan and evaluate work teams

- Demonstrated ability to cost and monitor works expenditure
- Demonstrated ability to solve problems of a non routine nature
- Demonstrated ability to source approved grant funding
- Basic knowledge of Council's financial procedures
- Demonstrated ability to report to management on the cost of individual works
- Demonstrated ability to provide input into estimates for individual projects
- Demonstrated continuous improvement to service delivery

**CONDITIONS OF EMPLOYMENT**

**SALARY**

The position has been evaluated as being in the range Band 3 Level 3 Grade 1 to Grade 4 in accordance with the NSW Local Government (State) Award 2007.

**HOURS**

Council's indoor staff work a 35-hour week based on a nine-day fortnight.

**SMOKE FREE WORK ENVIRONMENT**

Council operates a smoke free environment in a Council buildings and vehicles.

**MEDICAL CERTIFICATE**

It will be necessary to undergo a pre-employment medical examination at Council's cost.

**PERFORMANCE AND DEVELOPMENT REVIEW**

A performance and Development Review will be undertaken on a yearly basis utilising performance indicators outlined above and will include formulation of a career path and training plan.

**VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder: Name \_\_\_\_\_

Signature \_\_\_\_\_ Date / /

Supervisor: Name \_\_\_\_\_

Signature \_\_\_\_\_ Date / /