

# SKILLS MATRIX

(5% Incremental Steps)

**Position:** Engineering Technical Officer

**Employee Name:**

**Classification:** *Band 3 Level 3*

Grade 1:	<i>Employees level of skill</i>	<i>Agreed level of skills</i>	<i>Supervisors assessment</i>
Class C Licence			
Degree/Diploma in relevant discipline or relevant extensive experience			
Demonstrated ability to operate Total Station, GPS			
Demonstrated ability to use Civil Cad and other programs			
Knowledge and commitment to OH&S practices and EEO principles			
Effective oral and written communication skills			
Demonstrated ability to set and achieve targets and work as part of a work team			
Demonstrated ability to plan & organise works to meet time & cost targets			
Demonstrated ability to research and draft original detailed reports and correspondence			
Demonstrated ability to liaise with general public, government departments, etc with effective outcomes			
<b>Grade 2</b>			
OH&S White Card			
Airport Reporting Officers Certificate			
Demonstrated ability to carry out contract management			
Demonstrated ability to carry out project costing and control			
Demonstrated ability to set out cost effective works programmes			
Demonstrated ability to manage and maintain MapInfo administrative layers			
Demonstrated working knowledge of the Local Government Act and other relevant legislation			
Demonstrated ability to prepare and coordinate implementation of Management Plans			
Demonstrated ability to train staff one-on-one			
<b>Grade 3</b>			
Ability to solve problems of a non-routine nature			
Demonstrated ability to provide input into estimates for individual projects			
Demonstrated ability to plan and evaluate work teams			
Demonstrated ability to deal with Conflict and Dispute Resolution			
Demonstrated ability to source approved grant funding			
Demonstrated knowledge of relevant Australian Standards and legislative requirements			
Demonstrated ability to carry out contract administration			
Proven ability to lead and motivate staff			
Demonstrated ability to supervise staff with minimum supervision			
<b>Grade 4</b>			
Demonstrated ability to report to management on the cost of individual works			
Basic knowledge of Council's financial procedures			
Completion of OH&S training for supervisors			
Demonstrated continuous improvement to service delivery			

*The employee must satisfy 100% of the requirements of the next grade to advance through the salary system. 6/08/2009*