

Technical Officer Project Delivery

Position Description

Division	Projects and Asset Services	Department	Project Management
Reports To	Coordinator Project Delivery	Direct Reports	No

Position Purpose

This position will provide technical advice and oversee routine contract construction projects including coordination and supervision of the construction process in accordance with relevant legislation, standards and regulations that may impact on work carried out.

Responsibilities & Outcomes

- Oversee routine contract construction projects including the calling, evaluation and assessment of external quotations.
- Coordinate and supervise the construction process (including contractors) in accordance with relevant construction and workplace health and safety legislation, standards and other regulations that may impact on work carried out.
- Review and audit engineering drawings and technical specifications for construction projects to ensure compliance with business and project requirements.
- Administer both Major and Minor Works contracts as Superintendents Representative to achieve project delivery outcomes in accordance with Council's procurement and delivery framework.
- Resolve technical issues as they arise by using initiative and judgement ensuring to consult with management regarding possible variations to works under contract.
- Undertake engineering investigations and prepare technical reports and documentation to ensure quality standards and project deliverables are met.
- Monitor contractor performance and adherence to Construction Management and Safety Management plans.
- Set priorities, monitor workflows and prepare project reports including updates on project status and recommendations.
- Provide regular technical advice to key stakeholders on construction process related matters.
- Contribute to a positive team environment by providing support and guidance in order to achieve a high performance, continuous improvement and customer focused culture.
- Engage proactively with key stakeholders to ensure project deliverables and outcomes are achieved.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

SERVICE**TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY**

Decision Making

Budget Nil

Delegations Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated experience in construction project management; preferably within a local government environment.
- Highly-developed knowledge and applied understanding of quotation documents, design drawings, specifications, schedules.
- Well-developed knowledge and application of relevant construction and workplace health and safety legislation, standards and other regulations.
- Demonstrated experience providing technical advice on construction process related matters.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines.
- Well-developed relationship management skills with the ability to build and maintain effective relationships with contractors, clients and engage with stakeholders at all levels.
- Well-developed communication skills (both verbally and in written form) and the ability negotiate and influence project outcomes.

Qualifications

- Degree in Engineering, Diploma or Cert IV in Construction Management and/or Project Management or equivalent and relevant experience in a similar role.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.