

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Technical Officer
POSITION NUMBER:	1335
DIVISION:	City Infrastructure
DEPARTMENT:	Civil Infrastructure
CLASSIFICATION:	Band 5
REPORTS TO:	Principal Development Engineer
DIRECTLY MANAGES:	External consultants
INTERNAL LIAISONS:	Council Employments
EXTERNAL LIAISONS:	Community, Statutory and Service Authorities, Consultants, Contractors and counterparts in other municipalities
DATE:	August 2024

POSITION OBJECTIVES:

This position assist with the implementation of road, drainage and ancillary works as part of the Subdivision Construction process and ensure that developments are in accordance with Council requirements and standards.

This position will also assist with the production of innovative and effective policies, plans and practices for the development of Councils Road and Drainage related infrastructure.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Assist with the evaluation of submitted engineering documentation including drawings and specifications relating to all private subdivisional development to confirm compliance with relevant Council standards and requirements.
2. Assist with overseeing construction of approved subdivisional works in accordance with Council standards including monitoring of safe construction techniques and procedures.
3. Liaise with developers, consultants, contractors and statutory authorities and provide advice on Council standards and requirements.
4. Liaise and direct activities of Council subdivision inspection personnel.
5. Assist with monitor quality control of construction works.
6. Ensure compliance with planning permit conditions including payment of required monies prior to release of titles for subdivisions.
7. Provide engineering advice on matters such as traffic, drainage, car parking, etc for the issuing of development approvals.
8. Approve drainage plans for building approvals in accordance with policy and guidelines.
9. Apply Council policies and procedures and where necessary provide input into the preparation of new policies and procedures.
10. Adhere to all Council's policies and procedures relevant to this position.
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

1. Tertiary qualification in civil engineering, or substantial progress towards or relevant experience in a similar role.
2. Current Full Victorian Driver's License

Essential:

3. Demonstrated ability to apply engineering principles in examining engineering documentation for subdivisional plans.
4. Ability to work as an effective member of a professional team.
5. Ability to communicate clearly, tactfully and concisely with staff and members of the community.
6. Ability to set priorities and plan/organise work allocated.
7. Ability to problem solve and think laterally to come up with innovative solutions to difficult problems.
8. Strong interpersonal skills including the ability to translate technical information into plain English.

Desirable:

9. Knowledge of the Subdivision Act, Planning and Environment Act, Local Government Act & Water Act.
10. Understanding of Land Development processes.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for supervising and approving private subdivisional construction works within the City of Greater Geelong.
- Provision of professional advice to regulate clients in relation to subdivision development.
- The effect of actions taken and advice given may be significant on individual clients or a group of clients.
- The freedom to act is subject to close supervision or to clear guidelines.
- Provision of advice and input into planning issues.
- Advise consultants and contractors relative to Council policy for subdivisions.
- Direct inspectors and other subordinate staff relative to WSUD & engineering matters.
- The works is usually of an investigative nature and requires an ability to make decisions based on technical knowledge..
- The position has the authority to sign off on engineering plans.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- The nature of the work is occasionally complex or technical in nature and may require solutions not related to previously encountered situations.
- Problem solving will require an ability to review the bigger picture and implement solutions which may require the evaluation of competing priorities and pressures.
- Application of professional engineering judgment to determine applicable solutions.
- Develop and maintain systems and procedures within which the position operates.
- Show initiative and innovation in the approach to all aspects of the position.
- Formal recommendations are made pertaining to decisions.
- Decisions of a non-routine or politically sensitive nature must be referred to the Principal Engineer or Coordinator.

SPECIALIST SKILLS AND KNOWLEDGE:

- Ability to work within a team with the objective of achieving goals of the department and Council.
- Understanding of the general engineering principles relating to design and construction of road, drainage, and related infrastructure.
- Ability to apply engineering principles in examining engineering documentation for subdivisional plans.
- Ability to apply sound knowledge of Subdivision Act, Planning and Environment Act, Local Government Act, Water Act and other relevant legislation.
- Ability to apply an understanding of traffic engineering.
- Ability to apply engineering research and analysis in development of policies and processes.
- Aware of the nexus between Engineering Services goals and the legal and political impact of the provision of Council services.
- Knowledge and ability to operate a range of engineering software.
- Knowledge and familiarity with relevant accounting and financial procedures applicable to computation of valuations, fees and charges.
- Demonstrated analytical and investigative skills.
- Ability to use personal computer including word processing, spreadsheet and other software.

MANAGEMENT SKILLS:

- Efficient and effective planning and use of own time, including the setting of priorities to achieve specific and set objectives with the resources available and within set time frames despite conflicting pressures.
- Ability to respond positively to change.
- Ability to work without supervision.
- Identify the need for additional resources to achieve outcomes in accordance with set timeframes and legislation.
- Ability to successfully lead external consultants and contractors in their execution of Council managed projects.
- Ability to direct inspectors and other staff relative to engineering matters.
- Ability to identify and research potential infrastructure development opportunities.
- Demonstrated ability to participate in various teams and liaise with other employees or counterparts in other organisations to achieve specific project controls.

INTERPERSONAL SKILLS:

- Liaise with counterparts within the industry, Statutory Authorities and all levels of Council staff.
- Ability to be self-motivated and to work as part of a team.
- Highly developed communication and report writing skills.
- Negotiate and gain co-operation and assistance from clients and members of the public.
- Enable preparation of clear and concise correspondence, Council reports, technical reports and other presentation information.
- Give clear direction to contractors in accordance with corporate contract management standards.
- Ability to respond to customer enquiries regarding general Council policies, procedures and programs relating to position.

ADDITIONAL INFORMATION:

- The incumbent may be required to undertake work across the City Services Division as part of a rotation program for professional development purposes (where possible).
- This position will be required to work at locations across the municipality.