

POSITION DESCRIPTION

Position Title:	Senior Engineering Technical Officer
Position Number:	10713
Directorate:	Strategic Projects & Infrastructure
Reports to:	Technical Services Coordinator
Supervises:	Nil
Department:	Asset Maintenance
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 6

1. POSITION OVERVIEW

The Senior Engineering Technical Officer is responsible for providing and ensuring quality technical advice to the City of Karratha. This includes, but is not limited to project investigation and design, asset renewal, development compliance and general technical advice in a Local Government environment. The position reports to the Technical Services Coordinator and assists with technical leadership to the team.

1.1 Position Objectives

- Provide technical advice to the Technical Services team throughout all aspects of their work.
- Provide advice to internal and external stakeholders in relation to Technical Services matters.
- Assist the Technical Services Coordinator in ensuring the long-term preservation of existing assets, and provision of quality infrastructure for our community
- Oversee investigation work including design and budget estimate project works.
- Carry out reviews for the technical aspects of projects including design, procurement and construction.
- Provide professional assessment of engineering consultant's sub divisional designs and liaise with the Technical Services Coordinator regarding supervision requirements.
- Advise professional consultants and public on Council Policy
- Provide high level civil engineering technical expertise and advise for the design of Council's works.
- Train other technical staff in the policy and procedures involved with Engineering and local Government Civil Works and Practices.

2. DUTIES & RESPONSIBILITIES

2.1 Land Subdivisions and Developments

- Evaluate and make recommendations on land subdivisions and development applications.
- Ensure the quality and consistency of all recommendations given by fellow Technical Officers.
- Approve engineering design drawings and specifications for private subdivisions and assist the Infrastructure Services department in the supervision of contractors carrying out the sub divisional and design works.
- Ensure supervision of subdivisions construction are attended as required.

2.2 Projects

- Conduct quality assurance processes and review for all specifications and drawings for projects as required.

- Provide technical support to Engineering Project Technical Officers throughout all stages of a project.
- Assist Engineering Project Technical Officers & Engineering Technical Officers to prepare construction diagrams for council projects and prepare appropriate partnering documentation for the safety of construction crew undertaking those projects.

2.3 Customer Service

- Oversee correspondence to public enquires to ensure consistent and reliable information is communicated.

2.4 Investigations and Assistance

- Provide professional advice on engineering matters affecting the Council.
- Assist the Technical Services Coordinator to undertake investigations into matters relating to the efficient operation of Council's engineering program.
- Provide general assistance to the Manager Asset Maintenance and the Technical Services Coordinator in the operation of the Technical Services team.
- Assist the Manager Asset Maintenance and the Technical Services Coordinator in the preparation of an operation manual to develop and document appropriate standards for the Technical Services department.
- Assist the Manager and the Technical Services Coordinator in the preparation of the annual budget and subsequent quarterly reviews.

2.5 Occupational Health & Safety

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Technical Services Coordinator
- Works in accordance with the approved Council's policies, procedures and guidelines
- Ability to exercise a degree of autonomy
- Ability to execute decisions in accordance with Australian Engineering Standards
- Possess a sound understanding of Council's engineering programme and actively identify and resolve any variations to the scope of work
- Provide leadership, guidance and support to the technical services team

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Demonstrate initiative, and problem-solving skills in relation to evaluating and making recommendations
- Experience in meeting deadlines
- Demonstrated conflict management skills.

3.3 Specialist Knowledge and Skills

- Basic understanding of the *Local Government Act*.
- Strong experience overseeing the construction, design and maintenance of road and pavement infrastructure assets
- Demonstrated experience in approving development plans

3.4 Interpersonal Skills

- Demonstrated ability in the areas of time management, working autonomously and within a team
- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality.
- Excellent public relations skills

3.5 Qualifications and Experience

- Advance drafting skills using CAD systems and an excellent understanding of design standards in relation to Council Projects
- Tertiary qualification in civil engineering
- Project management qualifications (desirable)
- Knowledge of the local area (desirable)
- Current Manual C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)