

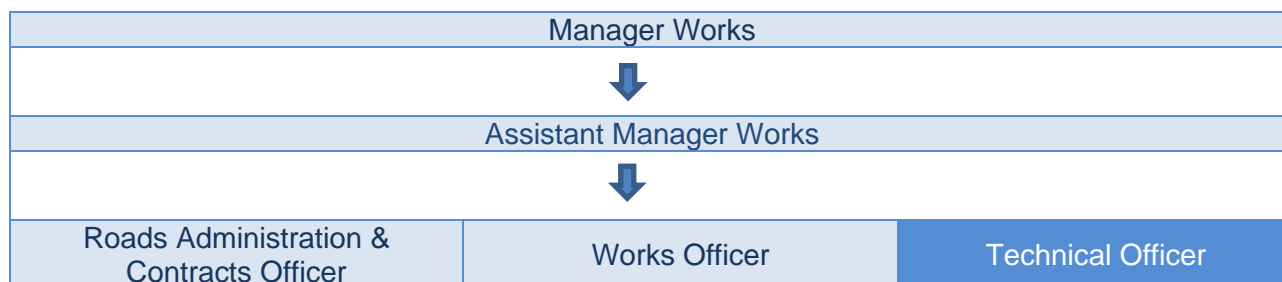
## Position Description

<b>Position Title</b>	<b>Technical Officer</b>
Position Code	ENG006
Department	Engineering
Division	Works
Reports To	Assistant Manager Works
Direct Reports:	Nil
Position Classification	Administrative/Technical/Trades Band 2, level 2
Position Status	Full time – 38 Hour, 9-Day Fortnight
Allowances	Nil

### SPECIAL CONDITIONS

Some out of hours work will be required to complete the job and achieve the goals of Council and this position. These hours and overtime will be determined in consultation with your direct supervisor and will be required to be formally approved prior to work.

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to act as Council's Technical Officer for the Inspection and On-site Administration of the Road Maintenance Council Contract (RMCC) between Transport for NSW (TfNSW) and Forbes Shire Council (FSC).

This position will also undertake a range of activities to support the bitumen sealing program, contract management and other technical and planning advice to support the operations, maintenance and delivery of works across the Forbes Shire Council Local Government Area (LGA).

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>RMCC Contract</i>	<i>60%</i>
<i>Bitumen Sealing Program</i>	<i>20%</i>
<i>Assist with onsite contractor management regarding bitumen resealing program</i>	<i>10%</i>
<i>Undertake other Asset Inspections as required by Council</i>	<i>10%</i>

## **POSITION RESPONSIBILITIES**

- Provide administrative and technical support in administering the RMCC including:
  - Ensuring levels of services for roads infrastructure are achieved
  - Inspecting the State Road network to identify defects, record and develop work schedules in accordance with the RMCC contract requirements
  - Maintaining and updating the Defects Register in the Defect Management Software
  - Completing incident and accident reports in line with TfNSW Requirements
  - Assisting the Assistant Manager Works with investigation and research of proposed projects and preparing estimates for TfNSW consideration
  - Participation in TfNSW meetings as required
  - Assist with the onsite engagement of sub-contractors to perform specialised work in conjunction with the Assistant Manager Works
- Undertake a range of activities to support the bitumen sealing program across Council's Road Network including:
  - Inspecting the road network and the development of both the RMCC and Council's reseal Program
  - In conjunction with the Roads Administration and Contracts Officer, monitor sealing costs and ensure works are completed within specified budgets
  - The onsite supervision and coordination of the sealing contractor
  - The selection of stockpile sites and coordinating the on-going maintenance of those sites
  - The completion of risk management documentation and quality control documentation
  - Ensure compliance with Council's Procurement Policies and Procedures
  - Monitoring seal performance and arranging corrective works in conjunction with the Assistant Manager Works.
- Support the Construction and Maintenance activities in conjunction with the Works Team
- Regularly liaise with TfNSW on the State Road network within the Forbes Shire
- Utilise and maintain the Defect Management Software to manage and communicate road condition data with the Works team.
- Ensure all stakeholders are compliant and risk is minimised in all interactions regarding Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information
- Provide infrastructure inspection data to support asset management, providing information and/or estimates for proposed maintenance activities in support of budget preparation
- Undertake inspections across the Forbes Shire Road network





## Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person
  - Wear protective clothing or equipment in the manner intended (if required)
  - Take reasonable care for the health and safety of all persons who are at their place of work
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals
- Comply with all Council's policies and procedures and Code of Conduct
- Complete other duties as directed by the nominated Supervisor
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Assistant Manager Works	Supervisor providing direction, guidance and support as required
Works Officer	Colleague + support, assistance and guidance when required
Works Team including Supervisors	Colleagues + support, assistance and guidance when required
Council Staff	Advice and support as required
External	
Community	Assistance and guidance as required
Contractors	Oversight and contract management
Authorities including TfNSW	Delivery of the RMCC contract

## POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and engage	Intermediate
	Community and Customer Focus	Adept
	Works Collaboratively	Intermediate
	Influence and negotiate	Intermediate
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

## **PERSON SPECIFICATION**

### **Essential**

- Tertiary qualifications (Certificate IV or higher) in Civil Construction, Construction Management or other relevant qualification
- Qualifications, skills and ability in Project Management (Desirable)
- Demonstrated high level verbal and written communication skills as well as the ability to communicate with a diverse audience
- Demonstrated high level ability to use technology and adapt to new technologies and systems as required
- Demonstrated conflict resolution and negotiation skills
- Demonstrated ability to use judgement and initiative
- Class C (Standard) Drivers Licence.

### **Experience**

- Demonstrated knowledge of TfNSW RMCC contractual requirements and specifications (desirable)
- 5-7 years' experience in the coordination of road construction and maintenance activities (desirable)
- Demonstrated knowledge of road sealing and resealing procedures and practices (Desirable)
- Demonstrated experience of engineering construction and maintenance standards for Local Government roads infrastructure (desirable)
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Civil Construction industry and Local Government environment
- Demonstrated experience in the supervision and management of contractors and budget management.
- Demonstrated high level verbal communication skills including the ability to communicate effectively with a diverse stakeholder group
- Demonstrated attention to detail and administration skills

### **Desirable Qualification**

- Sprayed Sealing Field Procedures
- Sprayed Sealing Selection and Design
- TCP: Prepare a Work Zone (PWZ)

### **Authority and Accountability**

- Worker level responsibilities in regard to WHS legislation
- Financial delegation as per Council's delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Vehicle allocated to the position. (Take Home Vehicle Use permitted)
- Flashing amber light bar fitted to the vehicle
- Dash-cam for vehicle
- Pinpoint and Lone Worker device
- Mobile Phone; Mobile Tablet + Cradle (fitted to vehicle);
- Access to Defect Management Software

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No