

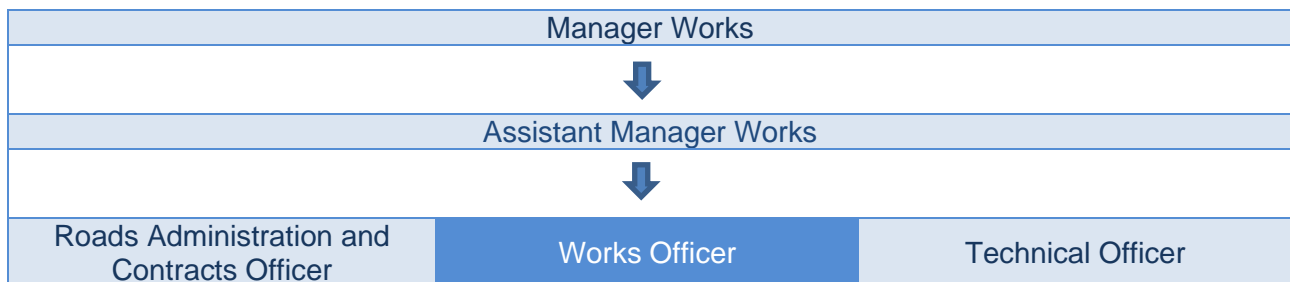
Position Description

Position Title	Works Officer
Position Code	ENG033
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
Allowances	Nil

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to undertake inspections of Council's Infrastructure for reporting, risk and works identification required which will assist in the development of Council's Maintenance Program and Operational Plan, Delivery and Community Strategic Plans.

This position will also be required to provide relief for the Technical Officer as directed by the Assistant Manager Works.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake risk based inspections of Council's infrastructure</i>	40%
<i>Undertake regular scheduled on-site inspections to assist in the determination of work schedules and programs</i>	20%
<i>Scoping of maintenance works</i>	15%
<i>Monitoring and reporting on Contractor Operations and stock levels within Council's Gravel pits</i>	15%
<i>Undertake traffic counts and traffic classifications</i>	10%

POSITION RESPONSIBILITIES

Maintenance and Inspections

- Undertake and record in Council's enterprise management system on risk based inspections of Council's infrastructure and assist the Assistant Manager Works in the preparation of reports from those inspections as well as prioritising and developing action plans;
- Undertake regular scheduled on-site inspections to assist in the determination of work schedules and programs and to confirm compliance of works with approved works procedures, quality requirements and standards;
- Undertake traffic counts and traffic classifications counts and updated in Council's enterprise management system;
- Identify and report on maintenance requirements to the Assistant Manager Works;
- Scoping of maintenance and capital works as directed by the Assistant Manager Works to contribute to the Community Strategic Plan, Delivery Plan and the Operational Plan including the works program.

Quarries and Gravel pits

- Assist the Assistant Manager Works with monitoring and reporting on Council and Contractor Operations within Council's gravel pits;
- Assist the Assistant Manager Works with monitoring and reporting on both stock levels and quality of crushed and uncrushed material within Council's gravel pits;
- Undertake at least annual site inspections on Council use gravel pits and assist with any actions from the inspections for compliance with the relevant mining legislation.

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 effected 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	Direct Supervisor
Technical Officer	Colleague and relieves this position during absences
Roads Admin & Contract Officer	Colleague
Council Staff	Interaction with Council staff on a regular basis
External	
Community Members	Interaction with community members when working in the field.

POSITION CAPABILITIES

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

PERSON SPECIFICATION

Essential

- Class C (Standard) Drivers Licence;

Experience

- Knowledge and experience in road construction and maintenance activities;
- Knowledge and experience in the collation of infrastructure inspection data
- Experience in coordinating quarrying activities and gravel pit operations
- Possess Prepare Work Zone Traffic Control Plan Qualification (desirable)

Authority and Accountability

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

EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the position, fitted with Odometer and Dash-Cam. (Take home vehicle access only);
- Mobile Phone;
- Mobile Tablet + Cradle (fitted to vehicle).

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