

## POSITION DESCRIPTION

<b>Position Title</b> Engineering Technical Officer Infrastructure Planning	<b>HR5023</b> <b>Position Level</b> Level Five (5) / Six (6) City of Bunbury Employees 2022 Enterprise Agreement	<b>Reports to</b> Coordinator Engineering Infrastructure Asset Planning	<b>Primary Location</b> Works Depot
<b>Role of position</b> Working with the asset management and works teams to identify infrastructure renewal and upgrade requirements and be responsible for getting these projects 'design ready'. This includes contributing to external funding applications and project managing specialist consultancy service, investigating and responding to infrastructure customer requests.			
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>Review and update the Capital and Maintenance Program of Works for roads, paths, drainage, marine infrastructure, carparks, bridges and other infrastructure as required.</li> <li>Prepare design briefs through analysing asset condition data to identify infrastructure needs, performing risk assessments, stakeholder engagement, technical inspections and cost estimates.</li> <li>Procure, and project manage consultants for traffic analysis, road safety audits, drainage studies and modelling and asset management strategies.</li> <li>Provide administrative support to manage, close and register infrastructure requests.</li> <li>Preparation of budget documentation to assist with the development of the annual budget and the long-term financial plan.</li> <li>Provide guidance and technical advice to other City departments.</li> <li>Prepare grant submissions to support infrastructure works.</li> <li>Prepare project management plans, technical specifications and contract administration documentation to support the delivery of projects.</li> <li>Use and contribute to continuous improvement to infrastructure processes, systems and services.</li> <li>Any other duties as directed.</li> </ul>	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>All City of Bunbury employees</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>Local Government Agencies</li> <li>State Government Agencies</li> <li>Consultants and Contractors</li> <li>Ratepayers, residents, and General Public</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>Acts within established practices.</li> <li>Works under general direction.</li> <li>Freedom to act limited by standards and procedures.</li> <li>Prioritises work to ensure all tasks are performed within a satisfactory timeframe in line with the City of Bunbury's policies and procedures.</li> </ul>		
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Diploma in Civil Engineering, or related tertiary qualification, or equivalent industry experience</li> <li>Well-developed written and oral communication skills, including preparing technical reports and the ability to deal with public enquiries.</li> <li>Demonstrated experience in infrastructure planning,</li> <li>Demonstrated experience in technical inspections, investigation and problem solving for civil infrastructure.</li> <li>Well-developed knowledge of engineering standards, practices, and specifications.</li> <li>High level computer skills, including competency in the use of Microsoft software (Word, Excel, Outlook, Power Point).</li> <li>Well-developed time management and organisational skills with the ability to self-motivate whilst working in a team environment.</li> </ul>	<b>Desirable Experience</b> <ul style="list-style-type: none"> <li>Completion of a Bachelor of Civil Engineering</li> <li>Experience in a public sector engineering environment</li> <li>Experience in grant management</li> <li>Experience in supervising traffic modelling and drainage catchment analysis</li> <li>Experience with Microsoft Project or other similar project management software</li> <li>When the incumbent has shown to be proficient and effective at given accountabilities, and meets the Desirable Experience requirements, the position will be reviewed to evaluate potential reclass eligibility to Level 6.</li> </ul> <b>Driving Requirements:</b> C (Car) or CA (Car Automatic) class motor vehicle licence.		



## POSITION DESCRIPTION

Employees at the City of Bunbury have the below Core Values to observe in their day to day activities:

### Core Values

#### We Are Community

We are one team

We keep each other safe

We display empathy and respect

We have fun and celebrate our successes

We work together to achieve great outcomes

#### We Are Open

We are open to opportunities

We actively listen and think things through

We are inclusive and treat everyone equally

We are honest and open in our communications

We are open to feedback to improve our

performance

#### We Are Brave

We lead the change, we own it!

We trust and empower each other

We have the difficult conversations early

We hold ourselves to the highest standard

We have the courage to improve and simplify

**#WEARECOB**

### Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

#### Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your manager, Director or CEO.

### Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. Where required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

### Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

### Access and Inclusion

- Compliance with the Equal Opportunity Act 1984.
- Our ongoing commitment for the City of Bunbury to be an Equal Employment Opportunity employer, aiming to build organisational capacity and foster a positive work environment.
- To support the City's MARCIA' Strategy reaching our goal of becoming the Most Accessible Regional City in Australia, our aim as the Local Government Authority is to connect with this strategy to provide equality and equity in our service delivery.

### Occupational Safety and Health

#### Managers/Supervisors must:

- Ensure adherence to OSH policies and procedures.
- Consult and cooperate with workers and OSH representatives on OSH issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to OSH Officer immediately.
- Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of OSH issues.
- Act as a role model by demonstrating safe work behaviours.

#### Employees must:

- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

### Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Name:

Signature:

Date: