

Position description

Title:	TECHNICAL OFFICER CITY MAINTENANCE (OPERATIONS)	Position Number	PN 4043
Classification:	Level 5		
Hub:	Community	Program Area:	City Maintenance
Reports to:	Coordinator City Maintenance		
Direct Reports:	Nil		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high-performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

Position objective

To provide technical support across the functions of the City Maintenance section to ensure the section delivers sustainable and cost-effective maintenance services and programs for the park and

open space network. The position is responsible for effective coordination, technical support and driving continuous improvement. The position is pivotal in maintaining sound and productive relationships with all key stakeholders to ensure programs are completed in accordance with the strategic direction, municipal planning, budget requirements and industry standards.

Key result areas

Corporate identity

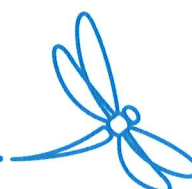
- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

Service delivery

- Provide expert advice across the functions of the park and open space network to internal and external stakeholders.
- Undertake benchmarking activities across the functions of the City Maintenance section.
- Develop and review levels of service to clearly define deliverables to our customers and community, including costs and performance measures.
- Maintain and review costings data to inform accurate decision making and business case analysis.
- Collate data and prepare reports relevant to the City Maintenance section in accordance with required time frames and reporting requirements.
- Undertake required research and respond to more complex reactive requests.
- Undertake planning and implementation of project work in support of the park and open space network.
- Respond to customer action request reports and other queries in adherence with City of Darwin's Customer First Strategy.
- Maintain stakeholder relationships, both internal and external, to achieve coordinated and efficient delivery of service.
- Maintain updated knowledge of relevant legislation, industry standards and permit requirements for works undertaken by the section.
- Ensure all procurement decisions and associated processes are made in adherence with the City of Darwin's Procurement Plan.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.



- Undertake any other duties within the skill and scope of the position or your skill set, as directed.

Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

Position prerequisites

- Diploma/Advanced Diploma level qualification in a relevant discipline
- Minimum of five (5) years' experience at an operational level
- Must possess sound computer skills, particularly Microsoft office package, Map Info and GIS capabilities.
- General Construction Industry - White Card, or ability to obtain prior to commencing employment
- National Criminal History Check (current)
- Possession of a Class C Drivers Licence

APPROVED BY:


Executive Manager Operations

Date:

18/2/25

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____

