




TITLE: TECHNICAL OFFICER

LEVEL: BAND LEVEL 5

RESPONSIBLE TO: SENIOR PROJECT OFFICER

Position Status:	Permanent full-time
Position Approved by:  DIRECTOR INFRASTRUCTURE AND OPERATIONS	<u>17/04/2025</u> Date:

POSITION OBJECTIVES:

The Technical Officer is responsible for ensuring scheduled maintenance programs and responsive maintenance are performed in accordance with Council's specifications and adopted standards from time to time assisting with capital projects as required by the Civil Projects team.

KEY RESPONSIBILITIES:

- In consultation with the Infrastructure team, respond to day to day enquiries, correspondence and complaints received via the Council's customer request management system.
- Provide project management and supervision to undertake unscheduled civil works activities in response to customer requests or as directed.
- Provide project management for scheduled maintenance programs ensuring they are on-track and carried out as required and undertaking site inspections to ensure quality of works liaising with contractors as necessary.
- Planning of scheduled maintenance programs including assistance with tender preparation, contract management and provision of schedules of quantities and assisting in construction estimates.
- Ensure planning of maintenance includes identification of risks, issues and constraints and establish contingency plans to ensure Council's KPI's are on track.
- Ensure project administration including invoicing and project reviews and assessments are adequately documented and stored in Council's document control database.
- Update and provide data for entry to Council asset registers to ensure they accurately reflect Council's asset inventory.
- Assist in the collection and reporting of data on the existence and condition of Council's major asset groups.
- Provide data support in the development of annual programs for asset renewals, by maintaining asset databases, including undertaking inspections.
- Provide data support to develop Asset Management Plans for all classes of Council assets including roads, drainage, pathway, signage, buildings, plant and equipment and

recreational reserves.

- Conduct hold point inspections on the construction of Council procured assets, and developments in accordance with Councils procedures from time to time as directed.
- Review stormwater drainage plans and driveway access plans for compliance with Council standards from time to time as directed.
- Assess Work Permits and clearance requests, including undertaking inspections from time to time as directed.
- Liaise with relevant utility authorities, other government authorities, staff, contractors, sales representatives and the public in relation to various projects.
- Meet all Work, Health & Safety requirements and follow appropriate safety and health practices for self and others.
- Perform other duties as required.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable for ensuring that works performed are in accordance with specifications, relevant legislation and Council policies.
- Authority to direct and make day-to-day decisions regarding works performed by Council's contractors with delegation.

JUDGEMENT AND PROBLEM SOLVING:

- Ability to utilise assessment and decision-making skills, considering all relevant information and options available, to resolve work problems and complex issues.
- Ability to resolve minor problems within set parameters of the tasks.

SPECIALIST KNOWLEDGE AND SKILLS:

- Sound computer / Data entry, and literacy skills.
- Excellent verbal and written communication skills.
- Demonstrated experience with customer service.
- Demonstrated experience in civil works activities.
- Attention to detail and accuracy in undertaking operational activities.

MANAGEMENT SKILLS:

- Ability to work autonomously and/or in a team environment.
- Ability to efficiently and effectively plan and set priorities to achieve set objectives within timelines provided.
- Ability to consult and engage people across different operational levels and areas.

INTERPERSONAL SKILLS:

- Ability to relate professionally with a diverse range of people.
- Demonstrated positive interpersonal skills.
- Excellent verbal and written communication.
- Ability to work effectively under pressure and maintain a professional outlook.
- Ability to write detailed and non-standard reports and correspondence.

ORGANISATIONAL RELATIONSHIPS:

- Reporting to the Senior Project Officer
- Work with the Project Officer
- Work with Infrastructure business support team
- Work with the Asset Management team

QUALIFICATIONS AND EXPERIENCE:

- Qualification or Undergraduate level Qualification in Engineering or relevant discipline alternatively, relevant certificate or diploma level qualification OR Extensive and diverse experience in field of expertise with lesser qualification or a tertiary qualification with experience in another field
- Undertake Pre-Employment Medical and completion of a Criminal History check.
- Current Northern Territory Driver's License
- Traffic Management qualifications as stipulated in Austroads Temporary traffic management guidelines

KEY SELECTION CRITERIA:

- Relevant qualifications and/or experience in engineering or similar field
- Versatility in customer service and engagement
- Excellent verbal and written communications and proven experience in preparing reports, strategies and plans.
- Efficiency in utilising various software inclusive of Office365
- Ability to undertake site inspections outdoors and record findings in accordance with Council procedures.
- Interpersonal skill including teamwork, collaboration and communication.
- NT White Card for construction work or ability to obtain within a reasonable period of appointment.
- Traffic management qualifications or ability to obtain
- Undertake Pre-Employment Medical and completion of a Criminal History check.
- Current Northern Territory Driver's Licence

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date: