

Upper Lachlan Shire Council



Position	Main Roads Technical Officer
Reports to	Manager Infrastructure Delivery
Group	Infrastructure
Band/Level	B3/L1
Grade	11
Date revised	2024

Primary Purpose

To identify and manage defects on State and Council Roads and associated infrastructure and to meet 'on ground' contractual and specification obligations/requirements of the RMCC and Council's Infrastructure Delivery Program, specifically Road Maintenance and Rehabilitation.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Conduct inspections of council assets and report on and monitor defects to ensure the integrity and reliability of assets.
- Assist in the development and supervise the Heavy Patch Program and Resealing/Resurfacing Program ensuring progress and non-compliance across the service are monitored and addressed.
- Assist in the development of maintenance and rehabilitation programs on State and Council Roads and associated infrastructure.
- Prepare detailed costs and estimates.
- Provide technical advice to internal and external stakeholders as required.
- Respond to information requests and investigate complaints from members of the public and others and resolve matters in a timely manner.
- Conduct traffic counts and maintain accurate data on all State and Council Roads.
- Undertake research and prepare reports, plans (including traffic control plans) and strategies in a timely manner.
- Provide accurate, timely, professional guidance and advice to the Manager as required, with respect to matters likely to affect the delivery of the department's services and functions.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Infrastructure team	Local Government Bodies and Professional Associations
Other staff	Business and Community Leaders
	Government Agencies and Authorities (TfNSW)
	Contractors/consultants

Essential Criteria

1. Certificate IV in Construction or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in asset inspection principles and requirements including monitoring and reporting on defects.
3. Demonstrated experience in maintenance and construction of road assets including bitumen sealing and asphalt pavements.
4. Contemporary knowledge and demonstrated understanding and application of relevant legislation, codes and standards including the Roads Act 1990.
5. Demonstrated interpersonal and communication skills, including dispute resolution and negotiation, research and information analysis, and report writing to facilitate planning, decision-making and continuous improvement.
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Solid knowledge of and experience using Microsoft Word, Excel and Outlook.
8. Knowledge of REFLECT database or equivalent data management system.
9. Current Class C Drivers Licence.

Desirable Criteria

1. WHS General Construction Induction (White) card.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Main Roads Technical Officer



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
<p>Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.</p> <p>When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.</p>	
1	Basic knowledge of WHS and Safework NSW regulations in relation to road maintenance/ construction and public safety.
2	Knowledge of Councils' traffic control procedures.
3	Applies knowledge of Shire to identify work locations.
4	Road pavement maintenance and drainage work techniques.
5	To accurately take measurements and record as per documentation procedures.
6	Knowledge of roadside assets erection and maintenance.
7	Develop and apply computer skills effectively

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Steps.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Use two way radio effectively.
2	Traffic Controller Certificate (TC)
3	Sound knowledge of TfNSW REFLECT Maintenance Management System.
4	Identify maintenance requirements on Council and TfNSW roads.
5	Sound knowledge of erosion & sediment control techniques.
6	Working knowledge of the standards relevant to Councils Assets

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Steps.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their pay rate.

1	Locate and record various defects and assist in timely programming of works.
2	Sound knowledge of bitumen sealing and heavy patching.
3	Basic chainsaw maintenance and operations qualifications.
4	Sound working knowledge of Excel spreadsheets, word related computer skills.
5	Implement traffic control plans certificate (IMP)
6	Provide efficient, effective service to customers (both from outside and within the organisation) and pro-actively encourage continuous improvement.

STEP 4 SKILLS	
<p>Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Steps.</p> <p>When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their pay rate.</p>	
1	Meets all requirements of the position description.
2	Competent in the use of Microsoft software. Word, Excel, and Access.
3	Basic knowledge of TfNSW State Road Contract RMCC.
4	Prepare work zone traffic management plan (PWZTMP)
5	Monitor work activities in REFLECT systems and prepare reports as required.
6	Surveillance of Sub Contractors to ensure compliance with RMCC Contract or other works as required

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Steps and expertise to the position. Step Maximum skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 skills

Note: Steps will be obtained and/or developed from the following sources:-

- Training.gov.au
- Job-specific Steps developed by Council
- WHS standards
- Former position description skill steps