

POSITION DESCRIPTION

Position Title:	Technical Services Coordinator
Position Number:	10936
Directorate:	Strategic Projects & Infrastructure
Reports to:	Manager Asset Maintenance
Supervises:	Senior Engineering Technical Officer, Engineering Technical Officer, Technical Support Officer
Department:	Asset Maintenance

1. POSITION OVERVIEW

The Technical Services Coordinator is responsible for providing civil technical advice and coordinates all aspects of the City's technical services activities including developer services, externally and internally generated civil designs, infrastructure investigations and planning, technical reports, Council reports, asset management as it relates to infrastructure, initial inception and ongoing project management on selected complex projects.

1.1 Position Objectives

- Efficiently deliver selected projects.
- Be a point of contact for internal and external customers for technical matters.
- Provide quality civil engineering advice.
- Ensure external developments are of high quality and compliant with all relevant standards and guidelines.
- Ensure consistency in the application of all standards, guidelines and work practices across all aspects of Councils civil works program to ensure quality outcomes at all times.
- Provide leadership and support to the departments' technical and project officers to ensure the effective and efficient delivery of projects and services.
- Provide input into the City's infrastructure renewal and maintenance programs including buildings.

2. DUTIES & RESPONSIBILITIES

2.1 Customer Service & Communication

- Consultation with all key stakeholders and attendance at meetings relating to the role to achieve value for money and agreed outcomes.
- Prepare reports where required to relevant stakeholders including Council to seek direction or provide feedback on the progress of projects and relevant programs.
- Respond to enquiries, requests and complaints from external and internal customers.
- Assist by providing technical support to other Departments within Council.
- Provide quality advice to other internal and external customers on technical matters affecting City of Karratha infrastructure.

2.2 Administration & Finance

- Assist the Manager Asset Maintenance in preparing draft budgets and budget reviews within the area of responsibility for presentation to Director Strategic Projects and Infrastructure.
- Monitor the progress of expenditure against budget allocations and report anticipated discrepancies to the Manager Asset Maintenance.

- Prepare relevant budget and expenditure reports including financial and progress reports.
- Monitor and manage civil contracts and manage contractors engaged to deliver specific aspects of the construction program including but not limited to concrete services, asphalt and earthmoving services, construction services.
- Monitor and administer the performance management process for technical staff so as to ensure they remain competent and appropriately trained and qualified to carry out their duties.
- Ensure changes made to asset conditions or type are recorded in Assetic.

2.3 Strategic Planning & Policy

- Provide sound infrastructure related advice on strategic projects and internally or externally driven developments where required.
- Liaise with all Managers to ensure advice provided on strategic projects aligns with the requirements of their departments.
- Provide input into corporate wide policy documents.
- Participate in the development and review of departmental policy documents.

2.4 Programs and Services

- Ensure that development applications are assessed in accordance with Council's specifications and guidelines and in consultation with other key staff regarding (but not limited to) civil and open space infrastructure such as roads, car parks, drainage, crossover designs, parks and gardens and reticulation as well as traffic management.
- Develop and implement standards, guidelines and work practices to ensure the consistency in approach within the Department and to inform external parties of their obligations to ensure acceptable work standards are met.
- Scope and arrange for the preparation of plans, specifications and costings for relevant projects in consultation with the Manager Infrastructure Services.
- Prepare specifications and tender documents for selected projects and programs and coordinate the assessment process.
- Provide project management services to the organisation to ensure the effective and efficient delivery of civil projects.
- Coordinate the City's 'in-house' engineering team in preparing detailed designs, plans, technical specifications, calculations and costing's.
- In conjunction with the relevant manager/s, coordinate the establishment and operation of project working groups as required.
- Maintain a consistent civil infrastructure asset database including traffic counter data to ensure reports from the system is meaningful and accurate.
- Ensure that changes made to asset conditions or type are recorded in Assetic and liaise with the Senior Asset Management Officer to ensure appropriate processes and controls are implemented and quality data is recorded in Assetic across Infrastructure Services.
- Providing technical support to other Departments within Council.
- Prepare traffic plans and applications for road closures and other traffic management instruments.

2.5 Occupational Health & Safety

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are

documented and enacted in accordance with the *OHS Risk Management Procedure*.

- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- Provide and maintain a working environment in which the employees of the are not exposed to hazards.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Contract management including specification and tender preparation.
- Experience with project planning, costing, budgeting and supervision.
- Directing technical staff in undertaking their duties.
- Financial and other delegations in line with adopted delegation register.

3.2 Judgement and Problem Solving

- Technically minded with an eye for detail, accuracy and efficiency.
- Highly developed record keeping, administrative, problem solving and time management skills and demonstrated ability to effectively manage multiple projects and programs.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite and applicable corporate software.

3.3 Specialist Knowledge and Skills

- Significant experience and knowledge in a Local Government engineering environment.
- Demonstrated design and construction practices as they relate to civil projects such as roads, drainage, buildings, facilities, parks, ovals and open space.
- Demonstrated understanding of road and other civil infrastructure maintenance practices and techniques.
- Well-developed scheduling and programming skills.
- Well-developed project management skills.
- Good knowledge of survey and set out practices.

3.4 Management Skills

- Sound leadership skills, knowledge of human resource management practices including equal employment opportunity, awards and enterprise bargaining conditions, occupational health & safety and dispute procedures.
- Demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management of a team.

3.5 Interpersonal Skills

- Sound communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.

3.6 Qualifications and Experience

- Bachelor of Civil Engineering qualifications along with significant work experience in a similar role, preferably in a Local Government environment
- Project Management qualifications desirable
- Current C class drivers' licence
- National (or Federal) Police Certificate (no more than 6 months old)