

POSITION DESCRIPTION

Position Title:	Engineering Project Technical Officer
Position Number:	10981
Directorate:	Strategic Projects & Infrastructure
Reports to:	Senior Engineering Technical Officer
Supervises:	Nil
Department:	Asset Maintenance
Agreement:	City of Karratha <i>Enterprise Agreement 2021</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Engineering Project Technical Officer is responsible for providing Engineering Projects and Technical services to the City of Karratha including, but not limited to project investigation and management, contract management, survey and design functions, development controls and general technical advice in a Local Government environment. These will typically include civil projects such as road, drainage, pathway, car park, coastal and landscape projects or medium scale building projects.

The Engineering Project Technical Officer will be required to provide specific support to the Technical Services Coordinator and Senior Engineering Technical officer in accordance with the City of Karratha procedures, policy and contemporary Project Management practices to deliver capital works in accordance with the City's budget and Long Term Financial Plan.

1.1 Position Objectives

- To assist the Technical Services Coordinator and Senior Engineering Technical Officer in providing professional engineering advice to co-workers, contractors and residents.
- To assist with the facilitation of project administration including investigations, feasibility studies, grant application and acquittals, tender processes, progress reports on nominated projects as directed by Supervisor.
- To assist in the provision of engineering design, plan drafting and specifications development on medium scale civil and minor structural projects.
- To coordinate and monitor projects and contracts as directed inclusive of administration.
- To assist with development of City specifications, policies and design drafting in consultation with the Technical Services team.
- To provide professional assessment of engineering consultant's sub divisional designs and liaise with the Senior Engineering Technical Officer regarding supervision requirements.
- To liaise with and provide professional advice to all business units, consultants and public on Council Policy.
- Provide high level of civil engineering technical expertise for the design of City's works.
- To investigate and provide professional advice to Planning Services, Health Department and Building Department in the processing of assessment and clearance of subdivisions.
- To assist with City's asset inspections as required.
- To assist in the review of traffic management plans.

2. DUTIES & RESPONSIBILITIES

2.1 Land Subdivisions and Developments

- Evaluate and make recommendations on land subdivisions and development applications.
- Approve engineering design drawings and specifications for private subdivisions and assist the Infrastructure Services Department in the supervision of contractors carrying out the sub divisional and design works.

2.2 Project Management

- Carry out road and drainage designs together with preparation of specification and drawings for projects.
- Prepare, manage, deliver and update Project Management Plans for assigned projects.
- Prepare detailed contract documentation for projects and supervise execution of project work.
- Undertake project research.
- Prepare construction diagrams for council projects and prepare appropriate partnering documentation for the safety of construction crew undertaking those projects.

2.3 Customer Service

- Attend to public enquires.
- Complete and co-ordinate the preparation of correspondence.

2.4 Investigations and Assistance

- Provide professional advice on engineering matters affecting the City.
- Undertake investigations into matters relating to the efficient operation of City's engineering programme.
- Provide general assistance to the Manager Asset Maintenance and Technical Services Coordinator in the operation of the Technical Services Department.
- Assist the Manager Asset maintenance and Technical Services Coordinator in the preparation of an operation manual to develop and document appropriate standards for the Engineering Department

2.5 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Senior Engineering Technical Officer
- Works in accordance with approved Council's policies, procedures and guidelines
- Ability to execute decisions in accordance with Australian Engineering Standards.
- Possess a sound understanding of City's engineering programme and actively identify and resolve any variations to the scope of work.

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Demonstrated initiative, and problem solving skills in relation to evaluating and making recommendations.
- Demonstrated ability to work within a team, establish work priority and meet deadlines.
- Demonstrated conflict management skills.

3.3 Specialist Knowledge and Skills

- Developed civil design and CAD drafting skills, and MS administrative software systems, working technical knowledge of survey systems and integration into civil designs.
- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Understanding of the civil construction environment.
- Basic understanding of the Local Government Act.
- Sound knowledge of EEO and OHS policies.

3.4 Inter Personal Skills

- Developed interpersonal and negotiation skills to enable effective communication with team members, clients, contractors and external consultants.
- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality and excellent public relations skills.
- Demonstrated ability in the areas of time management, working autonomously and within a team.

3.5 Qualifications and Experience

- Advanced drafting skills using CAD systems and an excellent understanding of design standards in relation to civil and drainage projects
- Tertiary qualification in Civil Engineering or other relevant field
- Demonstrated practical experience in Civil design and construction
- Knowledge of the local area (desirable)
- Current manual "C" class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)