

POSITION DESCRIPTION

Position Title:	Graduate Engineering Technical Officer
Position Number:	11114
Directorate:	Strategic Projects & Infrastructure
Reports to:	Senior Engineering Technical Officer
Department:	Asset Maintenance
Agreement:	City of Karratha Enterprise Agreement 2021
Classification:	Level 5

1. POSITION OVERVIEW

The Graduate Engineering Technical Officer is a development role post tertiary qualification responsible for providing Engineering 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 Graduate Engineering Technical Officer will be required to provide specific support to the Technical Services team 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

- Assist in providing professional engineering advice to co-workers, contractors and residents.
- Facilitation of project administration including investigations, feasibility studies, grant application and acquittals, tender processes, progress reports on nominated projects as directed by Supervisor.
- Assist with the provision of engineering design, plan drafting and specifications development on medium scale civil and minor structural projects.
- Coordinate and monitor projects and contracts as directed inclusive of administration.
- Assist with the 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 and Technical Services Coordinator regarding supervision requirements.
- To liaise with and provide professional advice to all business units, consultants and public on Council Policy.
- Provide civil engineering technical expertise for the design of City's works.
- To investigate and provide professional advice to Environmental Health, Planning and Building Services 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 Asset Maintenance Department in the supervision of contractors carrying out the sub divisional and design works managing compliance with Australian and City of Karratha Standard.

2.2 Project Management

- Carry out road and drainage design 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, and identify design, and delivery risk and manage project risk actively
- 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 team.
- Assist the Manager Asset Maintenance and Technical Services Coordinator in the preparation of an operation manual to develop and document appropriate standards for the Technical Services team.

2.5 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 Technical Services Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to recommend decisions in accordance with Australian Engineering Standards.

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

- Civil design and CAD drafting skills, and MS administrative software systems, working technical knowledge of survey systems and integration into civil designs.
- Possess a sound understanding of City's engineering programme and actively identify and resolve any variations to the scope of work.
- Understanding of the civil construction environment.
- Basic understanding of the Local Government Act.
- Sound knowledge of EEO and WHS policies.

3.4 Interpersonal Skills

- Developed interpersonal and negotiation skills to enable effective communication with team members, clients, contractors and external consultants
- Developed verbal and written communication skills (including report writing and negotiating) with a high level of attention to detail, accuracy and confidentiality and excellent public relations skills.
- Strong time management skills and the ability to work autonomously and within a team to achieve outcomes.

3.5 Qualifications and Experience

- Tertiary qualification in Civil Engineering or another relevant field
- Advanced drafting skills using CAD systems and an excellent understanding of design standards in relation to civil and drainage projects
- 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)