

## ENGINEERING TECHNICAL OFFICER

**POSITION NO:** 1434  
**CLASSIFICATION:** Band 5  
**OCCUPANT:** Vacant  
**DATE:** December 2024

### POSITION CONTEXT & OBJECTIVE(S):

- Contribute to the organisational objectives of Council's Infrastructure Services Branch
- Undertake various roles related to civil engineering of Council infrastructure assets such as traffic studies, road safety investigation, project management, procurement and survey
- Investigate and respond to customer requests for civil infrastructure improvements

### KEY RESPONSIBILITIES AND DUTIES:

1. Conduct traffic studies using manual and electronic equipment, prepare traffic reports, and maintain Council traffic count database
2. Assist with detailed engineering surveys using electronic survey equipment (GPS rover and robotic total station) under the supervision and direction of senior engineering staff
3. Assist in scoping projects and preparation of design plans, specifications, estimates and plans and concepts for proposed infrastructure projects, as well as project management of minor projects
4. Investigate and resolve customer requests relating to footpaths, drainage, playgrounds, bridge maintenance and road safety
5. Draft Council reports and other reports and correspondence as requested or required in the resolution of various matters
6. Set out, coordinate and supervise engineering works, ensuring timeframes and budgets are met
7. Surveying and set out using automatic levels, laser levels, GPS and the like
8. Other general duties as directed by the direct Supervisor

### KEY SELECTION CRITERIA:

Applicant should address the following in their applications:

1. Customer service, trade background, civil construction or other similar industry experience
2. Their capacity to learn new skills such as AutoCAD and other software packages
3. Experience in civil design and/or construction (desirable)

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

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### GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ NO

### ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator Engineering Design

Supervises: Nil

Internal Contacts: All Council Staff

External Contacts: Consultants, Private Contractors, Service and Statutory Authorities, General Public

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans under their control and for the safety and security of the assets being managed.
- To follow best practice in service delivery
- This position acts under general supervision and within specific guidelines
- Assist in making decisions on routine matters relating to the City Infrastructure Directorate

### JUDGEMENT AND DECISION MAKING:

- Ability to solve problems by using one's own initiative as well as under the direction
- Guidance and advice is usually available on tasks to be performed
- The work requires a clear understanding of methods, procedures and equipment used
- Decisions of a non-routine or politically sensitive nature must be referred to the direct Supervisor

### SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in the use of CAD software, word processing and MS Office
- Experience in the use of electronic survey equipment (GPS rover and total station, laser level)
- Knowledge of the design process and drafting techniques
- Application of guidelines, standards, regulations and codes
- Ability to interpret design plans and specifications

### MANAGEMENT SKILLS:

- Be able to plan and organize in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with other staff and customers.

### INTERPERSONAL SKILLS:

- Be able to plan and organize daily routine in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with key stakeholders
- Ability to understand and implement the Council's personnel practices including E.E.O. and O.H. & S. legislations.

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## QUALIFICATIONS AND EXPERIENCE:

Any combination of the below traits are considered desirable for the position:

- Trade or civil construction experience
- Civil design / drafting experience
- Project Management experience
- Survey / setout experience
- Current drivers licence (mandatory)

## TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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