



POSITION DESCRIPTION

POSITION TITLE: Projects Support Officer - Casual

AWARD CLASSIFICATION: Victorian Local Authorities Award 2001 – Band 3

DIRECTORATE: Community Assets

APPROVED BY: Director Community Assets

Date: 23 May 2016

POSITION OBJECTIVES:

- To provide assistance in renewal demand modelling for Council's Long Term Financial Plan.
- To provide assistance in maintaining a rolling conditions assessment program.
- To provide assistance in road & bridge construction and maintenance projects, preparing engineering specifications, administering road opening and crossover permits, assisting contract supervision.

KEY RESPONSIBILITIES AND DUTIES:

- Carry out minor engineering designs, engineering computations and engineering surveys for various projects.
- Assist with inspections for planning permit approvals.
- Assist with inspections of driveway crossover requests, drainage complaints, requests for parking and general municipal engineering matters and requests for traffic control of festival and events.
- Assist in the preparation of contract specifications for various projects.
- Assist in contract administration on various projects.
- Undertake other duties as directed by Strategic Assets Coordinator which are reasonably required.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Assets.

Supervises: Nil.

Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers and Council Staff.
External Relationships:	Community, State and Federal Government Departments, professional associations, contractors and consultants.

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

Progressive & Responsive – We are leaders in local government innovation and are responsive to the community.

Fair & Consistent – We are fair and consistent in our thinking, actions and decisions.

Open & Honest – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

Selfless & Inclusive – We take a “Shire First” approach and value the participation and opinion of all.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Strategic Assets Coordinator in relation to engineering works and technical services projects.
- Subject to regular supervision of Senior Staff and in accordance with Council policies and procedures, provide support and information to customers, contractors, developers in the carrying out of various engineering projects.
- Specific guidelines and works under general supervision.
- Freedom to plan work at least several days in advance.

JUDGEMENT AND DECISION MAKING

- Procedures are well understood and clearly documented.
- Selection from a limited range, recurring work situations.
- Guidance and advice are always available.

SPECIALIST KNOWLEDGE AND SKILLS

- An aptitude to gain a good understanding of and ability to apply Civil Engineering principals.
- A basic understanding of policies, regulations, industry standards and precedents in the context of local government engineering role.
- Basic technical skills and knowledge in relation to municipal civil works.
- Some knowledge of budgeting and estimating computations.
- Intermediate to advance skills in the use of Microsoft Office programs, Microsoft Outlook and internet.
- Knowledge of Civil Engineering computer design, AutoCAD and Total Station are desirable.

MANAGEMENT SKILLS

- Basic knowledge in dealing with technical issues relating to civil engineering.
- Basic skills in relation to specification preparation and contract management.
- Basic skills in managing time, planning and organising own work.

INTER-PERSONAL SKILLS

- Skills in written and oral communication with clients, employees and members of the public, and in resolving minor problems.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary qualifications in engineering or associated field or demonstrated progress towards completion.

KEY SELECTION CRITERIA

Essential

- Post-secondary qualifications in engineering or associated field or demonstrated progress towards completion.
- Basic knowledge in dealing with technical issues relating to civil engineering.
- A basic understanding of policies, regulations, industry standards and precedents in the context of local government engineering role.

- Basic technical skills and knowledge in relation to municipal civil works.
- Effective interpersonal skills, incorporating verbal and written communication, and a proven capacity to work effectively with a wide range of stakeholders.
- Victorian Driver's Licence.

Desirable

- Knowledge of Civil Engineering computer design, AutoCAD and Total Station.
- Experience working in Local Government environment.
- Some knowledge of budgeting and estimating computations.

TERMS AND CONDITIONS OF EMPLOYMENT

The Projects Support Officer position is classified as a Band 3 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 3 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

SIGNATURES

Employee

Name:

Signed:

Date:

Director

Name:

Signed:

Date: