

POSITION DESCRIPTION

TECHINICAL OFFICER

Award Classification	Victorian Local Authorities Award 2001 – Band 6
Directorate	Operations
Reports to	Manager Operations
Supervises	Saleyards
Approved By	Director Sustainable Infrastructure, January 2025

OUR 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.

POSITION OBJECTIVES

- To manage plant and fleet, administer Saleyard operations, ensure Operation’s procurement is undertaken in accordance with Councils policies and procedures and monitor compliance with Operation’s workplace OH&S requirements.

KEY RESPONSIBILITIES AND DUTIES

- Actively manage the plant and fleet to deliver a safe working environment, efficient works and services, and compliance with relevant legislation.
- Maintenance checks are undertaken on all plant and equipment weekly and issues/repairs are completed.
- Prestart checks are undertaken daily and actioned as required.
- The replacement of plant and fleet and equipment is undertaken in a timely manner in consultation with operators.
- Manage any plant hire requirements.
- Damage to any fleet, plant or equipment is reported through Council’s Incident Reporting process and the repairs carried out in the most cost-effective manner.
- Ensuring fleet, plant and equipment are available at the agreed times for servicing or preventative maintenance.
- Undertake regular audit and maintenance of small equipment and tools.
- Coordination of reactive and programmed fleet and plant maintenance requirements for Council’s passenger and heavy plant fleet.
- Ensure compliance with Chain of Responsibility legislation.
- Administer the operation of Council’s Euroa Saleyards.
- Working with the Manager Operations and stakeholders to prepare and manage the annual operational budgets and longer-term capital improvement program.
- Supervise the Saleyards maintenance officer.
- Ensure appropriate maintenance and repairs are undertaken.
- Ensure Saleyards are prepared and ready for sales.
- Manage required record keeping in accordance with legislation and Council requirements.
- Arrange post sale and CoM meetings.

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- Ensure EU compliance and prepare for annual EU audits.
 - Assist Manager Operations with EU training of Agents.
 - Maintain and comply with EPA requirements including operation of truck wash.
 - Ensure compliance at all times with OH&S and animal welfare requirements.
 - Working with Council's Procurement Officer ensure Council's procurement policy, procedures and the relevant legislation are complied with and the best values is achieved in relation to procurement undertaken by the operations unit.
 - Support Council's OH&S Coordinator with on-site safety compliance, contractor inductions and staff wellbeing.
 - Assist the Manager Operations as required.
 - Undertake after hours emergency response through the rostered Duty Officer model as determined by the Manager Operations.
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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 their 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.
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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.
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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Operate within the requirements of Council policies and procedures, relevant legislation, engineering standards, specified work programs, budgets and specifications and delegated authority.
 - Expected to exercise discretion within standard and processes, undertaking and implementing quality control measures.
 - Under directions of the roads and Manager Operations, make decisions regarding daily work activities of team and materials purchase and acquisition.
 - Provide direction, leadership and on-the-job training to supervised employees or group of employees.
 - Ensure that all employees under the incumbent's direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.
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JUDGEMENT AND DECISION MAKING

- The objectives of work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
 - Ability to make decisions within the daily operation of the position and established standards and procedures.
 - The process often requires the quantification of the amount of resources needed to meet those objectives.
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- Use problem solving skills to achieve the objectives of this position.
- Guidance and counsel are always available within the time available to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS

- Secondary education and/or post-secondary qualification such as certificate in Business Administration, Plant and Fleet Management or equivalent.
- Relevant experience (> 4 years) in Administration, Plant and Fleet management, or similar.
- Understanding of the use of technology and processes related to the position.
- Familiarity with the principles of workplace OH&S.
- Competent in the Microsoft Office suite, including excel.
- Victorian Driver Licence.

MANAGEMENT SKILLS

- Able to plan and organise own work and that of contractors to achieve specific and set objectives in the most efficient way.
- Recognise when established methods and techniques are not suitable to circumstances.
- Able to effectively manage and schedule multiple tasks and duties by organising work into priority order, seeking direction when required.
- May train others in process and procedures.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from members of the public and other employees in the performance of well-defined activities.
- Excellent communication, interpersonal and customer service skills.
- Ability to work cooperatively in a team environment and relate professionally and enthusiastically to a diverse range of people, both external and internally.
- Ability to act professionally, with honesty, integrity and confidentiality.
- May be required to write reports in the field of expertise.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma course with some relevant experience or lesser formal qualifications and substantial relevant experience or substantial relevant experience in the field of specialist expertise.
- A qualification in plant and Fleet management or experience with civil plant and equipment is desirable.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience and knowledge of plant and fleet management.
- Demonstrated ability to prioritise time and meet deadlines and to remain positive with multiple priorities.
- Excellent organisation skills and attention to detail so as to maintain technical data.
- Strong interpersonal and written and verbal communication skills to liaise with suppliers, contractors, staff and customers.
- Budget administration and monitoring experience.
- Intermediate Microsoft Office skills.
- Victorian Drivers Licence.
- Able to walk on uneven ground (outdoor work).
- Able to sit and work at a computer for extended periods.
- Able to drive for up to 2 hours.

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TERMS AND CONDITIONS OF EMPLOYMENT

The Technical Officer position is classified as a Band 6 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 6 plus superannuation in line with legislation 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 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date: