

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Engineering Technical Officer
POSITION NUMBER:	2712
DIVISION:	City Services
DEPARTMENT:	Engineering Services
CLASSIFICATION:	Band 5
REPORTS TO:	Principal Development Engineer
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Employees at all levels of the business
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments
DATE:	August 2017

POSITION OBJECTIVES:

The Engineering Services Department is responsible for the effective and sustainable management of Council's infrastructure assets, including the design, maintenance and delivery of a number of asset-related services.

The Engineering Technical Officer provides a range of technical, operational and administrative support which contributes to the ongoing success of the Engineering Services Department.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Provide a range of administrative and customer experience support to the Department including, but not limited to, assisting with customer enquiries, booking inspections, coordinating the end-to-end maintenance and security bonds process, and general office administration duties.
3. Contribute to determining operational and administrative priorities for the relevant work group.
4. Provide property information to a range of stakeholders, both internal and external, in accordance with Council's property information request system.
5. Assist in assessing and making recommendations on engineering referrals of planning permits.
6. Assist in assessing engineering documentation relating to all private subdivision development to confirm compliance with relevant Council standards and requirements.
7. Carry out inspections for vehicle crossings, works within road reserves and asset protection permits to ensure compliance with Council policies and procedures.

8. Adhere to all Council policies and procedures relevant to this position.
9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Tertiary qualification in civil engineering or similar, or significant progress towards.
2. Ability to read and interpret engineering and building construction plans.
3. Strong software skills with practical experience using the Microsoft Office suite, record management systems, GIS software, and/or civil engineering software (i.e. AutoCAD and CivilCad).
4. Highly developed organisational skills with the capacity to coordinate tasks, determine priorities, monitor workflows and operate effectively as a member of a team in a highly pressured, and at times political, environment
5. Highly developed interpersonal and communication skills, written and oral, and proven ability to liaise and communicate effectively and tactfully and to obtain cooperation from ratepayers and internal stakeholders.
6. Ability to contribute positively to the success of the Department's goals.
7. Commitment to adhering to the Council code of conduct, values and all applicable policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for liaising with and providing accurate and timely advice to a range of internal and external customers in relation to legal points of discharge, build over easements, recording and release of maintenance and security bonds, certifications and issue of statement of compliance.
- Accountable for coordinating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Resolve complex and/or technical issues or matters which may not have a clearly defined process or method for successful resolution.
- Required to quantify the resources required to deliver practical work outcomes.
- Creativity and originality will be demonstrated in all aspects of all activities undertaken commensurate with the level of this position.
- Assist in engineering applications e.g. certification of plans, issuing statement of compliance.
- Responsible for the coordination of engineering compliance of all relevant planning permit conditions with respect to subdivision of land in conjunction with the requirements of the Subdivision Act 1988 and Council policies.
- Counsel and guidance will be available from the Principal Development Engineer at all times.

SPECIALIST SKILLS AND KNOWLEDGE:

- Some working knowledge of the Subdivision Act 1988 (and processes), and other related Acts.
- Ability to work in a team environment.
- Demonstrated ability to read and interpret engineering construction plans and building construction plans.
- Demonstrated knowledge of OH&S in relation to daily duties and works operations.
- Practical working knowledge of civil engineering software and GIS.

MANAGEMENT SKILLS:

- Sound resource management skills across priorities and work planning.
- Ability to effectively plan, organise and manage own time to achieve specific and set objectives within set time frames.
- Ability to respond positively to change, work without direct supervision and supervise a number of projects at any given time.

INTERPERSONAL SKILLS:

- Proactive, positive and professional attitude with a flexible approach.
- Ability to liaise with a diverse range of internal and external stakeholders to the highest level with discretion and professionalism.
- Highly developed written communication skills of an order sufficient to effectively prepare or review a range of formal communications which may have significant community reach.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in civil engineering or similar.
- Experience in the area of road and drainage design would be desirable.

HOW TO APPLY

Applications close: 5:00pm Friday 18 August 2017

Contact Person: Bojan Ritonja, Principal Development Engineer, (03) 5272 5113

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment & Workforce Management Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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