

POSITION TITLE	Works Engineering Officer
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 5
REPORTS TO	Manager Works

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Works
- Technical Services
- Water & Waste
- Assets & Projects

Position Summary

The Works Engineering Officer supports the Manager Works by providing technical advice and program support in relation to risk management, strategic planning, reporting functions and asset management to achieve efficient management of Council's Works area.

Key Responsibilities

- Provide support to the Manager Works across the Works group functions
- Collate condition assessment and defect data within Council's infrastructure asset registers with particular focus on asset deficiencies and the identification of future renewal and upgrade works
- Undertake research, prepare written technical reports and assist with the preparation of concept designs and estimates for inclusion in capital works forward planning
- Liaise with external government departments and other stakeholders to facilitate efficient and effective completion of common projects identifying core issues in disputes and recommending solutions
- Provide technical support, including but not limited to, quality assurance and traffic management planning to the Coordinator Transport Infrastructure for infrastructure maintenance and capital works projects
- Liaise with Design Services, Technical Services and other departments as required in the provision of general and/or technical assistance
- Manage the distribution, retrieval and subsequent update of Works requests in Council's Customer Request system
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Knowledge of road and drainage construction and maintenance principles for the development of solutions and cost estimates using industry standards best practice
- Knowledge of asset management, maintenance management, risk management, quality assurance and traffic management practices for civil infrastructure
- Sound computer literacy with the ability to utilise data bases and Microsoft Office applications as well as engineering and asset management software and Geographic Information Systems (GIS)
- Good interpersonal, negotiation and conflict resolution skills
- High-level written and verbal communication skills
- Ability to organise and prioritise work to meet time deadlines and deliver Council objectives
- Exceptional customer service and stakeholder management skills

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Formal qualifications in Civil Construction or Engineering (Certificate IV, Associate Diploma or similar) and/or equivalent relevant industry experience in local government infrastructure particularly transport (roads, bridges, footpaths, etc.) and stormwater drainage
- Queensland Construction White Card, or National equivalent

Desirable

- Queensland Department of Transport and Main Roads (TMR) Traffic Management Design (TMD) Competency
- Qualifications and/or equivalent relevant experience in asset management, maintenance management, risk management and estimating civil construction projects
- Strong working knowledge of IT systems including MS Project, MS Excel, Geographic Information Systems (GIS) and Technology One applications

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 2. When employees are required to perform these functions and roles, Council will provide the relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 12 February 2024