

Technical Officer

POSITION DESCRIPTION



Position Number:	1451
Department:	Regional Services
Section:	Fitzroy River Water
Unit	Engineering
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Senior Asset Maintenance Planner
Revised:	July 2024

General Position Statement

This position supports Council's direction by providing technical support in the fields of asset management and asset maintenance planning/scheduling for Fitzroy River Water to ensure that its services are delivered in accordance with required standards and maintenance programs are delivered in accordance with budget and prescribed timeframes.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide technical and asset management/maintenance planning support for water and sewerage network, pumping and treatment activities.
- Investigate asset management and maintenance related solutions for improved performance and operating efficiency.
- Provide problem-solving skills for the optimisation of water and sewerage maintenance activities.
- Assist with the preparation of project briefs, technical specifications, and scope of works documents.
- Undertake maintenance project management including tender evaluation, contract management and the supervision of staff and contractors.
- Engage with service providers by providing facilitation and support in the planning, implementation, and review of planned maintenance works programs.
- Analyse technical data and prepare reports on the performance of water and sewerage assets.
- Develop and document work practices, procedures and work instructions as required.
- Prepare reports as required for funding applications, budget preparation and project progress.
- Identify field-based assets, document asset parameters and related operation and maintenance procedures.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.

Technical Officer

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- Undertake other relevant duties as directed, consistent with skills, competence, and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Substantial experience in providing technical and operational support to water and sewerage operations.
- Relevant experience in the preparation of tender technical specifications, supervision of contractors and the management of work programs.
- Demonstrated sound knowledge of design, construction, operations and maintenance of water and sewerage infrastructure.
- Ability to understand the requirements and interpret current Queensland and Australian guidelines, legislation and standards appropriate to the Water Industry inclusive of but not limited to the Work Health and Safety Act, Water Supply Safety and Reliability Act, Environmental Protection Act, and the Queensland Local Government Act.
- Good practical knowledge of workplace health and safety requirements in a construction environment, including risk assessment.
- Demonstrated time management, planning and organisational skills.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway, Finance One and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Tertiary or trade qualifications in a relevant field (e.g. electrical, mechanical, engineering), with extensive experience in asset management and maintenance planning within water and sewerage operations.

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Desirable

- Qualifications in asset management, maintenance management and / or project management

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Position Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager Water & Wastewater
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	