Position Description
Engineering Technical Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	• Enhance community connection and well-being. • Operate as environmental custodians for the future. • Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Engineering Technical Officer	**Direct Reports:**	No direct reports
Level:	Level 6		
Department:	Technical Services		
Reports to:	Manager Technical Services		

Performance Summary

The Engineering Technical Officer is expected to:

- Coordinate and deliver minor infrastructure projects that meet the needs of the community.
- Have excellent investigation skills.
- Have an excellent level of inter-personal and communication skills, delivering high level technical advice to a diverse range of clients both internal and external.
- Carry out the Shire's required water management at Peaceful Bay.
- Deploy and process the Shire's road data collection assets.
- Be solution focused and have a 'can do attitude'.
- Champion the Shire's vision, values and objectives.
- Be inspired and motivated as part of the Technical Services team.

Key Responsibilities

- Delivering capital civil projects on time, whilst being fiscally responsible.
- Manage community enquiries regarding assets and infrastructure.

- Set out, maintain and report on the Shires' road data assets.
- Undertake routine inspections relating to technical services, utilities works and verge activities.
- Liaise with external agencies and utility authorities to ensure road reserve assets are maintained to a high standard.
- Monitor the shires network traffic whilst providing outcomes to relevant stakeholders.
- Maintain and provide guidance on the Peaceful Bay water infrastructure, including the ability to report water supply faults and issues.
- Inspection of the water supply network and reading of the flow meters and completing maintenance inspection reports.
- Collect Peaceful Bay water supply and environmental water samples.
- Provide a high-level of customer service both internally and externally, whilst supporting the connection with our diverse community.
- Accept new responsibilities, help team members, learn new skills and focus on organisational improvement.
- Undertake other duties as required by the Manager Technical Services.

Position Requirements

- Project and contract management experience.
- Experience in monitoring, compliance and reporting.
- Experience in GIS and/or experience in similar role (desirable)
- Construction Safety Awareness Card (desirable)
- Have a positive attitude.
- Have an understanding of safe mechanical and outdoor work practices.
- Knowledge of safe work practices and the willingness to comply with the Shire WHS Policy.
- Be physically fit to undertake manual tasks.
- National Police Clearance (within the past three months).
- 'C' Class Driver's Licence.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____ **SIGNATURE** _____

DATE _____