



## POSITION DESCRIPTION

### TECHNICAL SERVICES OFFICER

<b>Location</b>	Works Depot
<b>Department</b>	Works and Services
<b>Salary</b>	Local Government Industry Award 2020
<b>Reports to</b>	Executive Manager Works & Services
<b>Supervision of</b>	Nil
<b>Revision</b>	3
<b>Date</b>	25 <sup>th</sup> January 2022

#### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Graeme Fardon	CEO	Position Review	06/06/2018	
	EMWS/EMCS	Position Review	21/08/2019	
	EMWS/EMCS	Position Review	09/11/2021	

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to: -

Executive Manager Works & Services, Executive Manager of Corporate Services and Chief Executive Officer

### 1.2 Supervision of:

Nil

### 1.3 Internal and External Liaison: -

#### Internal

Shire President and Councillors

Chief Executive Officer

Executive Staff

Other Council Staff

#### External

Residents and Ratepayers

Various Business Organisations (including Contractors to Council)

Government Departments

External Consultants

Tenants and Customers

## 2. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager of Works and Services in accordance with:

- Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council;
- Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation;
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety;
- Strategic (Community) Plan;
- Reconciliation Action Plan;
- Disability Access Inclusion Plan;
- Code of Conduct and Customer Charter; and
- Delegated authority as prescribed in the Delegations Register.

## 3. PURPOSE OF POSITION

- To provide administrative, procurement and project support to the Executive Manager of Works & Services.
- To provide timely and efficient support for the delivery of programs and projects of the Works Division.
- To facilitate customer requests, complaints and building maintenance.

- To provide support to the Executive Manager of Corporate Services for the management and operation of Council's Building Assets.
- To coordinate the OSH and Risk Management activities of the Shire.
- To support the initiatives within the Strategic Community Plan, as follows:
  - ❖ **5.1** Shire communication is consistent, engaging and responsive
  - ❖ **5.2** Forward planning and implementation of plans to determine Strategic Plan and service levels
  - ❖ **5.3** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
  - ❖ **5.4** Implement systems and processes that meet legislative and audit obligations

## 4. KEY DUTIES / RESPONSIBILITIES

### Technical Support to the Executive Manager of Works & Services

- Upload and download traffic counter data.
- Process native vegetation clearing applications.
- Maintain and interrogate the Shires Asset Management software system (RAMM).
- Produce maps and charts utilising Google Maps, excel and similar software.
- Participate in Road Safety Audits (as an observer).
- Prepare and review Traffic Management Plans.
- Obtain dial before you dig information.

### Administrative, Procurement and Project Support to the Executive Manager of Works & Services

- To provide timely and efficient support for the delivery of programs and projects of the Works Division.
- To support tenders and procurement processes for the Works Division.
- To maintain plant and equipment lists including servicing and usage.
- To provide Customer Service for the Works Division.
- Order, issue and receive materials and goods for stock and Works Division projects.
- Manage and maintain small tool and minor plant registers.
- Maintain Council's Fuel Stock records, fuel register and allocation of fuel on a weekly basis.
- Maintain Council's Containers for Change administration requirements.
- Coordination of Contractor inductions and induction procedures.

### Administrative, Financial and Customer Service Support to the Executive Manager of Corporate Services

- To provide Customer Service for Administration.
- Provide support in the Shire Administration Office as and when required.
- Provide support for payroll tasks and functions as and when appropriate.
- Coordination of Works purchasing requirements, in compliance with Shire policy and procedures.

### Coordination of Building Maintenance and Property Management.

- To coordinate Property Management and coordinate/conduct inspections on Shire properties.
- To facilitate general customer requests, complaints and building maintenance requests, including follow up and close out.
- Assist in the scheduling of maintenance to all Shire buildings and support the Executive Manager of Corporate Services with building projects.
- Develop and maintain Council's Property Maintenance register, including forecasted years. In consultation with other staff.

- Coordination of Council's bond administration.
- Develop and maintain policies and processes relating to Property Management.
- Administer Council's Tenancy Agreements in compliance with the State Records Act.

Coordination of Occupational Safety and Health (OSH).

- To coordinate / facilitate OSH and operational risk management activities.
- Occupational Health and Safety representation on behalf of the Shire.
- Develop and maintain Council's OSH forms; incident reports, hazard awareness forms.
- Develop and maintain Council's OSH registers and applicable records.
- Develop and maintain Council's OSH procedures and instruction guides.
- Coordination of Staff training and OSH certifications.
- Maintain the provision of Occupational Health and Safety Committee Meetings.

Comply with established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.

Comply with Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation.

5% other duties as required and directed by the Executive Manager of Works & Services, Executive Manager Corporate Services and Chief Executive Officer.

## 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Completion of 12 months administrative/business/project course or equivalent		✓
Drivers Licence – "C" Unrestricted	✓	
Key Skills, Knowledge and Experience	Essential	Desirable
1 -5 Years working experience in Office Administration	✓	
Experience in Building management and scheduled maintenance		✓
Well-developed administration and customer service skills	✓	
Developed people management skills	✓	
Well-developed computer skills and use of business management software	✓	
Developed skills and knowledge in purchasing and procurement		✓
Developed knowledge of OSH and Risk Management		✓
Well-developed organisational and time management skills	✓	
Experience in a Works environment		✓
Personal Skills		
Well-developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

## 6. WORKING CONDITIONS/OHS CONSIDERATIONS

### Occupational Safety and Health:

Compliance with Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), organisational workplace health and safety policies and procedures and the Local Government Industry Award 2020.

In accordance with organisational policy and procedures, report any hazards, incidents or near misses in the prescribed timeframe.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination, current National Police Certificate and current COVID-19 vaccination certificate will be required by the successful applicant.

No formal offer of employment will be made until these employment conditions are met.

## 8. COMMENTS

On commencement of employment, all employees are required read and understand:

- The Code of Conduct; and
- Organisational policies.

A signed document confirming this understanding will be retained for organisational record.

## 9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full-Time	Permanent
Hours of Work	80 Hours per fortnight, accruing 4 Hours RDO a fortnight.	
Days of Work	Monday to Friday.	
Overtime	Requires prior authorisation.	
Award Level	Level 5	
Salary	\$59,800 to \$65,800 per annum	Paid fortnightly to nominated bank account
Council Loyalty Scheme	Applies to this Position following awarding of Permanency 1 <sup>st</sup> year of Service \$10 per week 2 <sup>nd</sup> year of Service \$20 per week 3 <sup>rd</sup> year of Service \$30 per week 4 <sup>th</sup> year of Service \$40 per week 5 <sup>th</sup> year of Service and thereafter \$50 per week	
Superannuation	10% Employer Contribution	
Probation	Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually, conducted by the Executive Manager of Works & Services	
Annual Leave	Four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave	
Staff Uniform	\$400 value per annum, after probationary period successfully completed Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Occupational Health & Safety requirements.	
Mobile phone	A mobile phone will be provided for business purposes only.	
Job Location	Quairading, Western Australia, 6383.	

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date