

Graduate Technical Officer – Civil

We are currently seeking applications for a Graduate Technical Officer – Civil Design to assist the Design Office Manager in providing design and technical services for the Council. Applicants nearing the completion of their studies are also encouraged to apply.

About the position:

The role is suited for those who enjoy the challenges associated with undertaking Civil Engineering design and drafting and associated Civil projects. The responsibilities include conducting investigations, concept design, detailed design and drafting, cost estimation, and contract administration. The Graduate Technical Officer will assist in implementing technical Civil projects (under supervision) by coordinating necessary tradesmen, technicians and other personnel. This role includes budget preparation as well as providing cost estimates for use in other Departments and providing guidance in design and drafting to the Design Office Cadets.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

As this is a graduate position there is a salary pathway with the applicable salary ranging from \$77,163pa to \$106,025pa with the commencing salary dependent upon the skills, study completed and work experience of the successful applicant.

Applications for **23/65 – Graduate Technical Officer – Civil Design** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 23/65, PO Box 974, Ayr Qld 4807

Applications will remain open until the position has been filled.

For further information please contact Design Office Coordinator – Dean Pappalardo on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Associate Degree in Civil Engineering or nearing completion.
2. Demonstrated knowledge of some of the following construction industry office practices: drafting, scheduling, estimation, as constructed records, cost forecasting and the use of computers as an aid to those activities.
3. Current C Class drivers' licence.

Desirable

1. Experience in works relating to either or both of Local Authority, Department of Transport and Main Roads.
2. Experience with CAD (Autodesk preferred) and G.I.S.

Position Number	30164
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 6
Reports To	Design Office Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Assist Design Office Coordinator in providing design, drafting, and technical services for the Council, by applying existing work procedures, methods and guidelines.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Produce detailed engineering designs for a wide range of civil construction projects under the direction of the Design Office Coordinator.
- Using Civil Engineering design standards, established parameters and design experience, consultation with the Design Coordinator & Manager Technical Services, produce workable and cost-effective design solutions for a wide range of complex projects.
- Produce finished plans and accurate estimates of cost for all designs to enable construction of the works.
- Provide guidance in design and drafting to Design Office Cadets, and assistance to construction staff in execution of the Works Programme.
- Undertake projects including investigation, design, cost estimation, specification preparation, tender assessment and project implementation, as constructed recording and asset and maintenance management.
- Liaise with external bodies such as Telstra, Ergon Energy, Queensland Railways and Department of Transport to minimize design conflicts and to advise of Council's design requirements.
- Assist Council's Local Disaster Management Group during times of activation.
- Participating in the operation of and maintenance of the Council's two-way and flood reporting radio systems.
- Other responsibilities as delegated by your supervisor within the scope of this position.

Position Requirements

Knowledge

- Comprehensive knowledge of Civil Engineering Design and Construction Standards and requirements.
- Comprehensive knowledge of Computer Aided Road design software and Computer Aided design and drafting software
- Sound knowledge of standard specification, drawings and requirements of various relevant Government Departments such as, but not limited to, Department of Transport and Main Roads and Department of Local Government.
- Sound knowledge of principles of supervision and development of subordinate staff.

Skills

- Highly developed written and verbal communication, negotiation, and liaison skills including the ability to work effectively and productively within a team or independently.
- Well-developed interpersonal skills including the ability to build and maintain relationships and effective working relationships with colleagues, supervisors, management, and representatives from Government Departments and consultants.
- Well-developed skills in relation to planning, design and drafting, particularly in General Civil Engineering works including but not limited to roads, drainage, water supply and sewerage.
- Skills in specification, tender and quotation preparation, analysis and reporting.

Abilities

- Ability to produce highly accurate designs and drawings using procedures and guidelines and applying professional knowledge and experience.
- Ability to solve problems of a complex nature and undertake investigations and create multiple design options.
- Ability to manage time, set priorities, plan and organise own work.
- Ability and willingness to train and develop subordinate personnel, gain co-operation and assistance of others and discuss and resolve problems.

Other Requirements

- Personal characteristics of honesty, integrity, adaptability, motivation, and enthusiasm.
- Apply principles of confidentiality to all work-related documents, information and situations.

Experience and Qualifications

- Tertiary education qualifications equivalent to an Associate Degree in Engineering (Civil).
- Current Class C driver's licence.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Department of Transport and Main Roads - Working in Proximity to Traffic Awareness – Parts 1 and 2.
- Traffic Management Implementation (RIIWHS302E).
- Authorised Persons and Local Government Worker course.
- First Aid Certificate.

- Experience in design office practices relating to design, drafting, scheduling, quantity surveying, estimation, cost control, cost forecasting, G.P.S. operation, report production and the use of computers as an aid to these activities.
- Experience in contract administration and supervision.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under limited direction.
- Supervision of employees.

Extent of Authority

- May manage a work project.
- Exercise a degree of autonomy (advice available on complex or unusual matters).
- Manages significant projects and/or functions.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.