



NPARC POSITION DESCRIPTION

Position number	TBC	Date of last review	January 2019
Position Title	Technical Officer (Operations)		
Classification (Band & Level)	2.1 – 3.1 (dependant on qualifications and experience)		
Division	Operations		
Branch			
Section			
Location	Umagico Depot		
Permanent/Casual	Full time		
Supervisor	Manager Projects (may change to meet the business needs)		
Direct reports	Nil		

1. ORGANISATIONAL ENVIRONMENT:

The Northern Peninsula Area Regional Council's mission is:

To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

The Northern Peninsula Area Regional Council Vision is:

With Respect and pride we will build a future for our children based on unity, equitable self-governance, education and culture.

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

2. PRIMARY OBJECTIVES OF THE POSITION:

The position is responsible for effectively delivering Councils technical and engineering requirements within the maintenance and capital works programmes (Roads, Open Spaces, Parks, Water, Waste Water, Solid Waste & Construction)

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2012 to 2014, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply, with the Workplace Health and Safety (WH&S) Act, WH&S regulations, codes of practice and Council's WH&S policies and procedures and shall comply with all instructions given by management in respect of their health and safety the Hhealth and safety of other persons.

The employee is responsible for ensuring Council's OH&S Systems are implemented within their area of responsibility.

5. KEY DUTIES AND RESPONSIBILITIES:

- Responsible for providing technical and engineering assistance and advice to the Northern Peninsula Area Regional Council.
- Prepare reports for the line manager in relation to operations in the areas of responsibility.
- Provide technical support to Council staff
- Contribute to the establishment and ongoing maintenance of Council's Asset Management System and conduct asset inspections in a timely and accurate manner.
- Undertake or coordinate survey work, design and drafting as required.
- Liase with contractors
- Assist with procurement as per Council's policy
- Establish and maintain engineering plans and records with Councils records management system.
- Assist in identifying and addressing issues and matters of significance in areas of responsibility.
- Other duties as directed by the Executive Manager Operations and Manager Projects

6. SELECTION CRITERIA

Essential Skills, Experience & Qualifications:

1. Qualifications in Related Field (Engineering, Project management) and or experience in an engineering environment.
2. Demonstrated knowledge and experience in civil construction & maintenance activities in a Local Government environment.
3. Demonstrated experience in supporting execution of construction projects and tasks.
4. Experience in asset management systems and data collection.
5. Demonstrated ability to undertake inspections and develop reports.
6. Sound knowledge of the Workplace Health and Safety requirements within the construction
7. Experience or willingness to acquire knowledge appropriate to interact in Aboriginal and Torres Strait Island communities
8. Hold current driver's licence

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: Keith Yorkston Signature: Kyk Date: 26/4/19
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