

POSITION DESCRIPTION

Position Title:	Senior Technical Officer
Position Number/s:	INF-019
Employment Type:	Full Time Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	Queensland Local Government Industry (Stream A) Award – State
Classification:	Level 5
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Senior Technical Officer supports the planning, development, and delivery of road infrastructure projects by preparing and managing funding applications, developing project scopes and budgets, and developing long-term capital works programs. This role ensures compliance with legislative and funding requirements, maintains high standards in construction and maintenance practices, and provides detailed reporting to align infrastructure development with community and organisational objectives.

The incumbent of this role will be required to oversee the development of strategic road policies and guidelines, ensuring optimal management of road-related projects and infrastructure in line with council goals and priorities.

As with all positions the incumbent must model and comply with the values and standards as set out in Council's Corporate Plan and undertake the role of Council's Technical Officer in accordance with corporate governance and current legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Programming Asset Coordinator

Directly supervises: Technical Officers - Inspection

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Effectively lead and supervise direct reports in a manner consistent with contemporary human resource management practices and principles and foster a strong culture of work health and safety performance measures as indicated in Council's Safety Management System.
2. Assist in the preparation, management and reporting of grants and funding applications for road infrastructure projects, ensuring compliance with funding requirements.
3. Develop project scopes, detailed cost estimates, and budget submissions for capital projects, ensuring alignment with organisational goals and financial constraints.

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4. Develop and manage the 3, 5, and 10-year capital works program, guiding long-term strategic planning, prioritising projects, and driving infrastructure development to align with the evolving needs of the community and council.
5. Assist in the preparation of detailed council reports related to road infrastructure and activities. Additionally, manage QLeave applications and oversee the processing of associated payments in accordance with statutory requirements.
6. Develop, review, and maintain construction and maintenance specifications, guidelines, and plans for road infrastructure projects in alignment with legislation, industry standards, and best practices. Additionally, support annual asset evaluations, service level reviews, and spatial data management for transport assets.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience within a technical services/asset management environment, preferably with a focus on road infrastructure assets.
- Demonstrated experience in undertaking technical investigations using standardised methodology and techniques, preparing estimates, reports and recommendations and applying technical judgement as appropriate.
- Administrative and organisational skills, with demonstrated ability to meet deadline and workflows using a high degree of initiative and sound judgement.
- Project management ability including works programming, contract management and budget development.
- A strong attention to detail and accurate data entry and recording skills, with experience in updating and monitoring various databases.
- Ability to liaise with internal and external stakeholders from varying backgrounds, emphasising a customer service focussed approach.
- Sound computing skills, use of Microsoft Office software, ArcGIS and Council's IT systems, or the ability to quickly learn.

| Education/Qualifications |

Essential:

- Certificate IV in Road/Civil Construction or a similar field.
- Traffic Management Design accreditation.

Desirable:

- Bachelor's degree or Diploma in Civil Engineering, Infrastructure Management, or a related field.
- Bridge Inspection Levels 1 and/or 2.

| Licences |

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Essential:

- Possession and maintenance of a Queensland 'C' class drivers licence.
- Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake periodic field work in environments subject to inclement weather conditions.
- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____