



Position Description and Performance Agreement

Technical and Restorations Officer

Position No:	IS076CM
Position Classification:	Grade 12
Status:	Full Time – 35 hours pw
Position Revised on:	September 2017
Position Written by:	Manager Construction / Maintenance
Division:	Infrastructure Services
Branch:	Construction and Maintenance
Reports to:	Construction and Maintenance Engineer

Incumbent:

Start Date:

Special Conditions:

1. POSITION CRITERIA

1.1. Essential academic qualifications:

- Engineering Certificate or equivalent relevant experience

1.2. Essential Licences and/or Certificates:

- Class C Drivers Licence
- WorkCover WHS General Induction for Construction Work in NSW

1.3. Other Requirements/Experience:

- Proven experience in civil works - construction/maintenance regarding roads, drainage and traffic facilities
- Previous experience in the supervision of contractors particularly road and concrete works
- Computer literacy
- Word processing and spread sheet skills at a basic level

1.4. Personal Attributes:

- Good verbal and written communication skills
- Ability to be self-motivated and display initiative
- Good organisational and conflict resolution skills
- Accurate numeracy skills
- Good public relation skills
- Ability to organise, lead and supervise in achieving deadlines
- Demonstrated skills using corporate software for documents and complaints recording
- Ability to develop, prioritise, organise and manage a number of projects and tasks
- Ability to work cooperatively in a team and cross functionally across Council



2. OBJECTIVES OF POSITION

- 2.1. To provide support to the Construction/Maintenance Branch including Asset Management, supervision of contractors, program works, bridge assessments and general office assistance.

3. KEY ACCOUNTABILITIES

- 3.1. Assist with maintaining the Pavement Management System.
- 3.2. Ensure contract works are carried out in accordance with the approved plans and specifications.
- 3.3. Ensure the registers for assets are maintained.
- 3.4. Ensure that the field data collected is reliable and correctly entered into the computer.
- 3.5. Liaising with general public and utility authorities.
- 3.6. Ensure liability claims are completed in a timely and accurate manner.

4. SCHEDULE OF DUTIES

- 4.1. Collect field data required for the Pavement Management System.
- 4.2. Data entry of field information collected.
- 4.3. Investigate public liability claims and prepare reports.
- 4.4. Supervise contractors associated with construction and maintenance work, including flood mitigation and concrete works.
- 4.5. Undertake traffic counts as required and maintain database.
- 4.6. Maintain Assets Registers as required (database).
- 4.7. Assist with public enquiries both telephone/general enquiry counters.
- 4.8. Assist with compiling contract documents.
- 4.9. Undertake Bridge Condition Survey.
- 4.10. Coordinate restorations and associated fees and charges.
- 4.11. Other duties as required.

5. OUTPUT MEASURES

- 5.1. Accurate collection and data entry of field information.
- 5.2. Contract works are completed in accordance with approved plans and specifications.
- 5.3. Ability to display a positive attitude in dealings with the general public.
- 5.4. Satisfactory attendance and punctuality.
- 5.5. The Asset Registers are kept up to date and in good order (traffic counts, drainage, roads, etc).
- 5.6. Accurate assessment of bridge conditions.
- 5.7. Restorations are recorded and prioritised accurately.

6. W H & S RESPONSIBILITIES

- 6.1. Hawkesbury City Council is committed to ensuring the health and safety of those who work for the Council. As a self-insurer, Hawkesbury City Council has in place a comprehensive Work Health and Safety Management System. This system provides procedures and processes for employees, managers, volunteers, contractors and visitors to manage health and safety in the workplace.

As an employee, contractor, visitor or volunteer, there are certain responsibilities, authorities and accountabilities identified in the terms and conditions of your employment. Responsibilities, authorities and accountabilities for your position are specified by the WHS Management system in the "WHS Responsibilities" element of the system. Document number 001, WHS Responsibilities and the associated matrices and booklets state your responsibilities; identify actions to be taken, and the standards which are to be achieved. These are based on your level within the organisation, the accountabilities you are required to meet and are non-negotiable in terms of compliance.



7. ETHICAL CONDUCT

- 7.1. Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

8. EQUAL EMPLOYMENT OPPORTUNITY

- 8.1. Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

9. STATUTORY OBLIGATIONS

- 9.1. Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

10. PERFORMANCE AGREEMENT

- 10.1. I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Delivery Program and Operational Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Delivery Program and Operational Plan. Key result areas and performance measures may change depending on the priorities identified in the Delivery Program and Operational Plan.

Employee Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager Date

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