



## Position Description

# PROJECTS TECHNICAL OFFICER



# VALUE-YORK

## PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



**Empathy**



**Courage**



**Respect**

**Aspirational Value**



**Excellence**



## Position Description: Projects Technical Officer

Position Number: Y062

**Purpose:** Performs project management and support activities to contribute to the development and delivery of a range of projects

### Role Responsibilities

- Supports the project team in delivering capital works program.
- Assist in the preparation of specifications, project plans and documents.
- Inspect progress of on ground works.
- Monitor and report on allocated budgets.
- Raise purchase orders and process contractor invoices.
- Track, monitor and write progress reports on project delivery.
- Assist with the preparation of cost estimates.
- Undertake community consultation and engagement to develop and deliver projects.
- Undertake site surveys and investigations to inform project planning and delivery.
- Monitor contractor work, ensuring safe work practices.
- Source and engage contractors in accordance with the Shire of York Procurement Policy F2.
- Contract management of allocated works contracts.
- Prepare and update project documents and data.
- Respond to customer service enquiries and requests.
- Deliver a range of project tasks including investigation of on ground options and management of project information.
- Assist with the management of the Shire's crossover program, including inspecting and approving applications, customer liaison and facilitating reimbursements.
- Assist in the administration of grant funding, including completing progress claims.
- Works with the Operations Team to deliver project outcomes.
- Recording, monitoring and reporting on Asset Management data.
- Review, develop and monitor the Shires Strategic Asset Management plans.
- Promote and ensure the high quality of WHS standards. Respond to and report any workplace accident or near misses. Ensure incidents, no matter how minor, are reported.
- Provides support and back up to Operations Technical Officer.
- Other duties as required or directed by your Manager or Executive Manager.

### Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

- Be an active and engaged member of the Infrastructure team who adds value by completing high quality work and who is a positive team member.

## **Required Skills and Qualifications**

### **Essential**

- Basic knowledge of civil and/or building construction, workplace health and safety, and a sound understanding of Microsoft office applications is required.
- Good computer skills essential.
- Well developed written and verbal communication skills.
- Well developed customer service, interpersonal and liaison skills.
- Commitment to working in an effective and efficient manner to achieve a high level of service to internal and external stakeholders.
- Proven track record of strong judgement, decision making and problem solving.
- Demonstrated numeracy skills.
- Demonstrated attention to detail.
- Demonstrated trouble shooting and problem-solving ability.
- A proven self-starter who shows initiative and takes pride in their work.
- Proven time management skills.
- Valid C Class Drivers Licence.

### **Desirable**

- Previous experience in Local Government or previous experience in a construction field.
- Experience in project planning and delivery.

## **Level of Authority and Organisational Relationships**

### **Reports to:**

Manager Projects and Assets

### **Direct Reports:**

Nil

### **Internal Liaisons:**

- Executive Management
- Project Manager
- Graduate Engineer
- Operations Technical Officer
- Depot Administration Officer

### **External Liaisons**

- Contractors, suppliers and couriers
- Shire customers

**Conditions of Employment:** Full Time  
**Classification:** Level 5 - Inside Staff EA  
**Location:** Shire Depot

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Last Position Description Review

Date: / /

Next Review Due

Date: / /