

## POSITION DESCRIPTION

### TECHNICAL OFFICER

#### POSITION OVERVIEW

The Barcaldine Regional Council Technical Officer provides district / project administrative technical support by providing administrative / clerical services including monitoring the day to day engineering / works and other project activities within the Barcaldine Regional Council Infrastructure and Works teams. The incumbent is responsible for ensuring that Barcaldine Regional Council's projects administration and clerical tasks are completed in keeping with requirements and within time and budget. The incumbent must prepare and submit reports as scheduled to provide decision-makers with reliable and accurate information on the status of on-going projects.

Employment Location:	Alpha Jericho, Barcaldine, and/or Aramac Muttaborra; Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level 3.1.
Position Status:	Full Time Ongoing; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the Director of Works; Interacts with Chief Executive Officer (CEO), District Managers, Senior Management and Support Staff; Other Stakeholders and Members of the Public;  Work is performed under general supervision.
Supervisory Responsibility:	No supervisory responsibility.

## **KEY OUTCOMES AND RESPONSIBILITIES OF POSITION**

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### **General Administration:**

- 1) Organise and complete new employee inductions;
- 2) Organise and complete project site inductions when required;
- 3) Upload and Management of the following to InfoXpert:
  - a. Employee documents (induction records, driver licences, white cards, training records, immunisation records etc);
  - b. Project documentation (daily measure up sheets, daily road works signage checklists, toolbox attendance sheets, waste registers, water extraction logs etc);
  - c. Inspection documents (emergency eye wash and shower inspections, first aid records, hazard inspections, project inspections/audits, fire extinguisher inspection logs, cleaning inspections, refuse centre inspections, parks and playground inspections, associated rectification action plans etc);
  - d. Testing documents (test and tag registers, recalibration records, noise register etc); and
  - e. Plant documents (monthly plant reports, monthly plant hours and fault reports etc).
- 4) Complete monthly plant hours and fault reports;
- 5) Update noticeboards;
- 6) Order and restock of First Aid Kits when needed;
- 7) Drinking Water Quality Sampling and STP Effluent Sampling, including the order of bottles of samples, assisting staff with water collection as per schedule, and the packaging and organisation of samples for transport;
- 8) Ensure accurate and timely recording of water samples and effluent samples within SWIM Local Reporting system;
- 9) Assist in the preparation of annual mandatory SWIM Reporting by district;
- 10) Manage the registration of Council projects for Q Leave and finalisation of Q Leave once projects are complete;
- 11) Assist in the preparation of annual Waste Survey by site location;
- 12) Complete and manage project documentation and tasks, including, but not limited to: Pre-start meetings, Monthly Contractor's Waste Register, Monthly Environment and Sustainability reports, Monthly Erosion and Sediment Control Plan, InfoXpert folders, and on site documentation;
- 13) Conduct Toolbox talks and all relevant Take Fives for inside and outside staff;
- 14) Retrieve documentation for staff such as Confined Space permits;
- 15) Dial before you Dig queries;
- 16) Management of Fatigue Management records;
- 17) Update the Barcaldine Regional Council Corrective Action and Non-conformance Register with non-conformances that arise during Hazard Inspections, and organise for the completion of actions;
- 18) Update Emergency Evacuation Plans every six months on all sites, in collaboration with the WHS team;

- 19) Organise for employees to complete Immunisation forms, and schedule appointments; and
- 20) Assist with audits and subsequent action plans that arise from faults or issues that need to be addressed.

### **Inspections**

- 1) Weekly inspections on the district Council Depot and Swimming Pool Emergency Eye Wash and Shower;
- 2) Six monthly inspections of district Plant and Building First Aid;
- 3) Scheduled Hazard Inspections on the following district Council owned buildings:
  - a. Offices;
  - b. Depots;
  - c. Halls;
  - d. BOQ;
  - e. Pools;
  - f. Libraries;
  - g. Airports;
  - h. SES Sheds;
  - i. Showgrounds (including Caravan Sites, Racecourses, Grandstands, Pavilions, Recreation Grounds/Campdraft Sites);
  - j. Sewage Treatment Plants and Pumping Stations;
  - k. Bores (if relevant to district);
  - l. Cemeteries;
  - m. Dumps; and
  - n. Interpretation Centres/Museums.
- 4) Fortnightly Environmental Inspections for construction projects;
- 5) Regular Site Audits for construction projects;
- 6) Regular Traffic Guidance Scheme inspections for construction projects;
- 7) Facilitate the inspection of fire extinguishers, organising the collection of extinguishers from plant and redistributing when complete; and
- 8) Facilitate the inspection of lifting equipment.

### **Testing**

- 1) Test and Tag of electrical equipment as per relevant Legislation scheduling (3/6/12 monthly, or 5 yearly), including 6 monthly testing of RCD's at all sites;
- 2) Organise for Test and Tag of three phase electrical equipment;
- 3) Organise 6 monthly recalibration of equipment (levels, gas monitors, test and tag machine etc); and
- 4) Noise testing on plant and equipment and upkeep of Noise Register.

## **Training**

- 1) Organise new employees to complete Working in Proximity to Traffic training;
- 2) Organise and complete 6 monthly emergency fire/evacuation drills; and
- 3) Organise training venues and refreshments for employees when needed.

## **Health and Safety**

- 1) Facilitate site inspection(s) and monitoring for compliance with health and safety regulations and/or any other relevant regulations, in collaboration with the WHS team;
- 2) Liaise with the WHS team to ensure that Health and Safety issues that are reported or observed are adequately actioned by the appropriate person within the agreed timeframes;
- 3) Assist employees in completing incident reports on Skytrust and organise for employees to complete actions to prevent this incident from recurring (such as Toolbox Talks) and close out the reports once they are completed;
- 4) Attend 3 monthly Workplace Health and Safety Committee Meetings;
- 5) Make sure all Workplace Health and Safety Representatives are present for Committee Meetings and that they have all relevant information and documents;
- 6) If a new Workplace Health and Safety Representative is needed, notify the WHS team to recruit;
- 7) Complete and keep updated Chemical Manifests, Chemical Registers, Safety Data Sheets, and Chemical Risk Assessments for all sites that have them; and
- 8) Address and assist employees in all Health and Safety Issues.

## **SKILLS, KNOWLEDGE, QUALIFICATIONS AND SELECTION CRITERIA**

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The appointee will hold relevant Licences, Qualifications and experience related to this Position including:

- 1) Minimum three (3) years' experience in supporting the implementation and ongoing administrative and service activities of projects;
- 2) Previous experience in the organisation of meetings and events, and the delivery of Toolbox presentations;
- 3) Experience in the usage of computers and office software packaged (MS Word, Excel, Power Point etc), as well as experience in the handling of web based management systems (ie. InforXpert, and Skytrust);
- 4) Demonstrated capacity to undertake assigned responsibilities and work under pressure;
- 5) Excellent team player;
- 6) The appointee must hold a current QLD class 'C' Driver Licence; and
- 7) The appointee must hold a current lawful QLD Construction Safety Induction Card (White/Blue Card) or equivalent.

## PHYSICAL REQUIREMENTS

### Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

### Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

### Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input checked="" type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### This job will require the following:

Action	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

## KEY PERFORMANCE INDICATORS

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- 1) Projects are completed on target and within budget;
- 2) Quality reports are prepared and submitted within set timelines;
- 3) Site activities are documented on a daily basis;
- 4) Positive feedback from Internal and External customers; and
- 5) Implements procedures in respect of all work processes.

## ACKNOWLEDGEMENT

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This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Chief Executive Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## ADMINISTRATIVE ACTION

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<b>Prepared By:</b>	HR	<b>Date Issued:</b>	17/02/2023
<b>Reviewed By:</b>		<b>Date:</b>	