

*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

BORDEN GNOWANGERUP ONGERUP

**TECHNICAL OFFICER**

**POSITION DESCRIPTION**

## **Organisational context**

The Shire of Gnowangerup is situated in the Great Southern region of Western Australia, approximately three and half hours south of Perth. It has a land area of 5,000 square kilometres and approximately 1,000 kilometres of roads. There are three towns in the Shire: Borden, Ongerup and Gnowangerup.

The Shire contains around 100,000 hectares of farmland and supports a highly efficient livestock and cropping industry of wheat, lupins barley, canola, clover seeds, peas, oats and fava beans. The area is renowned Australia-wide for its merino sheep.

The Shire has a range of facilities including a GP practice, District Hospital and pharmacy, kindergartens, pre-schools and primary schools, the Gnowangerup District High School and Woodthorpe Secondary School. Sporting complexes are located in Gnowangerup, Ongerup and Borden.

## **Vision**

A progressive, inclusive and prosperous community built on opportunity

## **Mission**

To demonstrate leadership in the provision of facilities, infrastructure and services that meets the needs of the community.

## **Core values**

Honesty, Responsibility, Respect, Excellence, Fairness and Teamwork.

1. POSITION DETAILS	
<b>Position:</b>	Technical Officer
<b>Directorate:</b>	N/A
<b>Department:</b>	Infrastructure
<b>Position classification:</b>	LGIA Level 7
<b>Employment type:</b>	Permanent
<b>Location:</b>	Gnowangerup Depot
2. ORGANISATIONAL RELATIONSHIPS	
<b>Responsible to:</b>	Executive Manager Infrastructure and Assets
<b>Supervision of:</b>	Nil
<b>Internal and External Liaison:</b>	
Internal	Works Coordinator Depot Administrator Finance staff Other Infrastructure employees
External	Nil
3. POSITION OBJECTIVES	
<ul style="list-style-type: none"> <li>Reporting to the Executive Manager Infrastructure and Assets, the Technical Officer role is responsible for managing the Shire of Gnowangerup's engineering and building asset data collection and analysis, project planning and design particularly in relation to roads and drainage.</li> </ul>	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Investigation, analysis and design of assigned engineering capital works projects including preparation and issue of construction plans using computer assisted design and drafting applications, and all associated documentation necessary for implementation of the works.</li> <li>Manage an accurate inventory of all local government assets, including land, buildings, infrastructure, and equipment.</li> <li>Coordinate with relevant departments to develop maintenance schedules, prioritize repairs, and manage asset maintenance budgets</li> <li>Site investigation, including any field measurements and liaison with construction/survey staff to enable a practical and cost-effective design to be achieved.</li> <li>Update and maintain the Works Management database with relevant data for assigned projects.</li> <li>Application of relevant standards and guidelines to ensure best industry practice design solutions.</li> <li>Prepare quantities and estimates for projects using predetermined rates.</li> <li>Provide ongoing design services and advice to Engineering Operations Staff and members of the public during the construction phase of projects.</li> <li>Project management as required.</li> <li>Provide a high standard of service with customers, contractors, other staff and members of the public.</li> <li>Any other duties consistent with the level of this position as requested by Executive Manager Infrastructure and Assets</li> </ul>	

## 5. SKILLS and EXPERIENCE

### Qualifications

- A diploma qualification in Civil Engineering or related field; or demonstrated equivalent competency.
- At a minimum, hold a current C class Motor Driver's Licence and be willing to upgrade to HR if required.
- Possession of a valid White Card.

### Experience

- Minimum of one (1) year relevant engineering design experience within Local Government, State Government or related private sector areas.
- Practical experience in AutoCAD
- Previous experience in RAMM and Local Government applicable software packages.
- Demonstrated experience in project management

### Skills

- Intermediate skills in relevant computer aided design software.
- Intermediate skills in Microsoft software Excel and Word.
- Sound interpersonal skills and a strong customer service orientation.
- Sound verbal and written communication skills.

### Knowledge

- Sound knowledge of technical standards applying to engineering planning and design works.
- Sound knowledge of local government policies and procedures
- Knowledge of Work Safety & Health Act.

## 6. EXTENT OF AUTHORITY

- Operates under the direction of the Executive Manager Infrastructure and Assets within established guidelines, procedures, and policies as well as the statutory provisions of the Local Government Act 1995, subsidiary regulations, and other relevant legislation.

## 7. WHS REQUIREMENTS

- Take every reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work Safety and Health Act 2020 and their subsidiary legislation.

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Approved by the Chief Executive Officer

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_