

Gladstone Regional Council

Position Description

Position Title	Technical Investigations Engineer		
Position No/s	11427		
Business Unit	Strategic Asset Performance		
Group	Engineering Asset Solutions		
Work Location	Calliope Office		
Position Status	Permanent Full Time		
Classification Level	Level F		
Employment Conditions	Gladstone Regional Council Certified Agreement		
Award	Local Government Industry (Stream A) Award - State 2017		
Reporting Line	Manager Engineering Asset Solutions	Position No.	11208
Appointments Under Legislation	Authorised Person		

PART A

POSITION PURPOSE

The purpose of this position is to provide specialised technical engineering support and advice to internal and external customers. The position will make an important contribution to achieve Council's objectives for excellence in asset management and customer experience.

POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES

- Complete investigations, option studies, concept designs, detail designs and technical specifications to required engineering standards, Council policies and guidelines, in compliance with legislation and within required timeframes and allocated budgets.
- Provide investigation, engineering and design recommendations after giving due consideration to customer requirements, whole of life costs, constructions constraints, political landscape, safety, and heritage and social environment impact across the asset lifecycle.
- Review design drawings and associated cost estimations and documentation.
- Prepare and review professional engineering documents, reports, assessments and general correspondence.
- Project manage consultants where required to meet program deliverables.
- Effectively and proactively communicate with key internal and external stakeholders and customers to ensure detailed understanding of their requirements and seek input at during key milestones.
- Assist in the development and monitoring of annual design and investigation works programs and the preparation of annual budgets as required.
- Participate in various infrastructure related committees and technical groups when required.
- Required to exercise the legislative powers in relation to entry onto private property for the purposes of performing Council works and/or monitoring/enforcing the provisions of legislation.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

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- The Executive Leadership Team.
- General Manager Strategic Asset Performance.
- Members of the public.
- Other employees.
- Local businesses.

ESSENTIAL REQUIREMENTS

1. Bachelor's degree in civil engineering (or a related discipline), together with significant experience within the field.
2. Knowledge of relevant Acts and Regulations, engineering guidelines and standards.
3. Analytical, problem solving, and negotiation skills to effectively conduct a range of Investigative/Design duties.
4. Advanced report writing skills.
5. Eligibility for membership of the Institution of Engineers Australia.
6. Experience communicating with contractors, service authorities, consultant engineers and internal and external customers.
7. Experience in the application of Engineering Design Guidelines applicable to a local government environment (e.g. Austroads and Water Services Association of Australia), relevant acts and regulations and standards.
8. Demonstrated ability to work effectively in a team and independently.
9. Proficient keyboard skills and experience using Microsoft Office Suite and operating corporate business systems.
10. Legally able to drive a motor vehicle in Queensland.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Previous local government experience.
2. Engineering Design office experience.
3. Registered Professional Engineers of Queensland (RPEQ) accreditation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under limited direction.

PART B

KEY PERFORMANCE STANDARDS AND EXPECTATIONS

- Develop, communicate, promote and inspire others to share ownership of and contribute to Council's vision and strategic goals.
- Role model Council's SERVICE values; maintain confidentiality and act in accordance with Council's Code of Conduct.
- Represent the business by promoting a positive image, ensuring customer-focused, efficient and safe service delivery.

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- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Comply with and apply relevant legislation in the performance of duties ensuring directions and work undertaken is lawful.
- Maintain awareness and take responsibility for identifying and managing risks associated with performance of duties and escalate risks where required.
- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Remain abreast of statutory requirements of the *Work Health and Safety Act* and *Regulations 2011*, *Anti-Discrimination Act 1991*, *Information Privacy Act 2009* and *Right to Information Act 2009* and any other state and federal legislation delegated to Council.
- Understand and apply environmental standards, policies and procedures and take all reasonable and practicable measures to minimise harm to the environment including identification and reporting of environmental incidents.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Performance standards and expectations relating to this position will be detailed in relevant performance and review plans.

POSITION APPROVAL

Approved by:	General Manager Strategic Asset Performance
Revised Date:	February 2021