

Technical Officer

Position Outline

Position	Technical Officer
Work Location	23 West Street, Council's Administration Building 183 Duchess Road, Council's Works Yard
Directorate	Infrastructure Services
Section	Technical Services / Works and Operations
Reports to	Technical Services Coordinator / Works and Operations Manager
Annual Salary Band	\$73,098.00 - \$84,067.00 per annum
Classification	Level 2-3, Mount Isa City Council Certified Agreement 2018 Queensland Local Government Industry (Stream A) Award – State 2017: Any graduate with a relevant three year Degree who utilises that qualification to undertake professional work within such profession is to be appointed to the top wage level in level 2. Graduates will advance to the first step of level 3 after 12 months' satisfactory service.
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

The purpose of this position is to provide effective, timely and relevant technical advice across numerous business units and programs specific to operational program delivery. The position's objectives include:

- Provision of technical advice and preconstruction support to the infrastructure management and works sections, including survey, concept design and documentation for operational programs
- Assist with project management of preconstruction and project delivery phases of operational projects to ensure desired project outcomes are achieved in accordance with Statutory Regulations, Council Policy and objectives.

POSITION REQUIREMENTS

- Three-year Degree in Civil Engineering/Associate Diploma/appropriate Certificate **OR** will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required.
- Apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering and surveying.
- Ability to operate a word processor and/or other business software and be conversant with and utilise the functions of those systems and be proficient in their use.
- Ability to provide secretarial support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work.
- Ability to operate a computer and/or programs and peripheral equipment.
- Ability to undertake inspectorial duties involving the enforcement of general by-laws/regulations, assist more senior employees with special projects.
- Possess an aptitude for gaining experience in the design, documentation, procurement, project management and delivery of infrastructure projects.
- Ability to effectively operate in a team environment within established guidelines.
- Ability to exercise limited problem-solving judgement with guidance to be found in procedures, precedents and guidelines.



KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

Operational Administration

- Ensure receipting of invoices associated with the role in accordance with procedures.
- Ensure all documents are recorded, registered, and filed on Council's Electronic Data Management System as per recordkeeping policies and procedures.
- Prepare scope of works and costs estimates for operational jobs.
- Provide and maintain high level of confidentiality and maintain professional standards and integrity.
- You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.
- Council reserves the right to change these duties at any time.
- Respond to customer queries on issues relating to relevant work area in a timely manner.
- Provide accurate advice relating to road reserve and Council land works and activities.
- Undertake accurate checks and measurements of Council's infrastructure where required.

Infrastructure Services

- Use of field data capture tools to monitor works and capture changing infrastructure conditions.
- Follow established work practices and procedures regarding relevant infrastructure matters.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Develops, promotes, and complies with council policies and procedures, including record-keeping, workplace health and safety and procurement.
- Ability to effectively manage multiple competing priorities and tasks.
- Other targets as outlined in a Performance Review are achieved.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	16 October 2015
Reviewed Date	4 March 2025
Contact	Human Resources 07 4747 3389
Closing date	26 March 2025