

POSITION DESCRIPTION

Position Title: Senior Civil Technical Officer	Position Number: 4432
Department: Engineering - Operations	Accountable to: Supervisor Civil Maintenance
Level and Step:	Salary Range:
Responsible for the supervision of:	



Primary purpose of the position	Provide assistance to Manager Operations to manage the maintenance and capital works in the delivery of an annual program of key major maintenance, minor capital projects and day-to-day maintenance programs.
Key accountabilities	<ol style="list-style-type: none"> 1. Deliver maintenance and capital works programs, considering time, cost and quality, through options, functional design, detailed design and delivery for maintenance and capital to meet the performance objectives for civil works 2. Contract administration of works including contractor payments, monthly reporting on works, performance against KPI's, safety audit and other contract related matters 3. Ability to deliver day-to-day and future works programs and budgets 4. Monitor expenditure of assigned works programs, specific projects and day-to-day maintenance on a monthly basis and investigate variances against budget 5. Execute or direct projects in a safe and environmentally responsible manner in accordance with legislative requirements 6. Manage projects deliverables (time, cost and quality) to specified milestones 7. Utilize appropriate evaluation techniques and procedures for projects for both technical and economic merit (including the use of models) as a part of project development (planning) and recommendations to proceed (delivery). 8. Prepare work scopes, tender specifications and drawings in readiness for project delivery phase. 9. Facilitate quotations, or tenders for allocated projects, ensuring compliance with all probity matters in accordance with City's policies and procedures 10. Provide traffic management advice for the various construction and maintenance projects 11. Assist other members of the City Operations Team as required to complete their tasks and contribute to the Team's objectives. 12. Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge, and experience.
Judgement & decision making	<ol style="list-style-type: none"> 13. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the Manager. 14. Manage maintenance projects requiring considerable interpretation and understanding of organisational operations. 15. Apply legislation and Council policy direction to decision-making with guidance from the Manager. 16. Work together effectively with the manager and team colleagues to develop strategies, operational practices and standards and modify procedures. 17. Apply knowledge, problem solving, judgement and skills to ensure consistent quality outcomes
Outcomes / Key Performance	<ol style="list-style-type: none"> 1. Timely completion of documentation for tenders, contracts, and reporting. 2. Accurate and professional reports to the Operations Manager.

Indicators (KPI's)	<ol style="list-style-type: none"> 3. Accurate record keeping of site meetings, project variations, site instructions and other project-related documentation. 4. Accurate compilation of project briefs 5. Completion of projects on time, on budget and according to specifications 	
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Knowledge of the management of delegated maintenance and capital plans and demonstrated knowledge in the process to facilitate expenditure within budget 2. Demonstrated experience in problem solving situations to develop and evaluate options and implement solutions 3. Knowledge of processes to manage maintenance, capital plans and budgets to facilitate expenditure within budget 4. Demonstrated experience in applying problem solving techniques to develop and evaluate options and implement solutions 5. Demonstrated understanding of project management principles 6. Ability to operate effectively in a team environment and willingness to consult and negotiate an agreed project team outcomes 7. Good written and verbal communication skills, including letter and report writing 8. Computer literacy skills and experience in report writing tools 9. Clearly demonstrated interpersonal and communication skills, including the ability to build and maintain strong relationships and consult with key stakeholders at all levels. 10. Current satisfactory National Police Clearance; 	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee Signature: _____

Date: _____

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