



POSITION DESCRIPTION

TECHNICAL SERVICES OFFICER

Location	Works Depot (Shire's of Cunderdin and Tammin)
Department	Works and Services
Salary	Local Government Industry Award 2010
Reports to	Manager of Works & Services
Supervision of	Nil
Revision	1
Date	24 th July 2018

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
<i>Neville Hale</i>	<i>Chief Executive Officer</i>	<i>New Document</i>	<i>24th July 18</i>	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Manager of Works & Services, Chief Executive Officer

1.2 Supervision of: - Nil Staff

1.3 Internal and External Liaison: -

Internal

- Shire President and Councillors
- Chief Executive Officer
- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants.

This role requires up to 40% of paid time to be spent assisting the Shire of Tammin Works Department.

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

- To provide administrative, procurement and project support to the Manager of Works & Services in the Shires of Cunderdin and Tammin.
- To provide timely and efficient support for the delivery of programs and projects of the Works Divisions
- To facilitate customer requests, complaints and building maintenance
- To coordinate the OSH and Risk Management activities of the Shire's in collaboration with the LGIS Regional Risk Coordinator.

Link to Strategic Community Plan or Corporate Business Plan goals or operational objectives

- Efficiency and Effectiveness
- Improved Customer Service and communications
- Assets and facility management.

4. KEY DUTIES/RESPONSIBILITIES

1. To provide administrative, procurement and project support to the Shared Manager of Works & Services
2. To facilitate general customer requests, complaints and building maintenance requests, including follow up and close out.
3. To coordinate / facilitate OSH and operational risk management activities
4. To provide timely and efficient support for the delivery of programs and projects of the Works Division
5. To support tenders and procurement processes for the Division
6. To maintain plant and equipment lists including servicing and usage

7. Act as the base for the receipt and dissemination of written, verbal radio and telephone communications for all depot-based staff and contractors.
8. Order, issue and receive materials and goods for stock and works projects
9. Conduct routine and final inspections on all Shire properties
10. Perform property condition report and liaise with maintenance Contractors and the Manager of Health and Building.
11. To manage and maintain small tool, minor plant and fuel registers
12. Support for payroll tasks and functions as appropriate
13. Maintain Council's Fuel Stock records and allocation of fuel on a weekly basis.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12	✓	
Completion of 12 months administrative/business/technical course or equivalent		✓
Drivers Licence –“C” Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
5 Years working experience in Office Administration	✓	
Facilities management		✓
Well- developed administration and customer service skills	✓	
Developed people management skills	✓	
Well-developed computer skills	✓	
Knowledge in CAD/CAM management software		✓
Developed skills and knowledge in purchasing and procurement	✓	
Developed knowledge of OSH and Risk Management		✓
Well-developed organisational and time management skills	✓	
Experience in a works/engineering environment		✓

Personal Skills	Essential	Desirable
Well - developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2010	
Position Status	Full-Time	Permanent
Hours of Work	80 Hours per fortnight, accruing 4 Hours RDO a fortnight	
Level	Level 4 - 5 dependent on experience	
Salary	\$50,000 - \$60,000	
Council Loyalty Scheme	Applies to this Position	
Superannuation	9.5% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%	
Probation	3 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.	
Housing	Position does not attract Council Housing as part of the Employment Package.	
Motor Vehicle	N/A	
Job Location	Cunderdin, Western Australia, 6407	