

<b>Position:</b>	<b>Technical Assistant Stormwater infrastructure (Temporary Part time)</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022-2025
<b>Award Classification:</b>	Band 4
<b>Division:</b>	Strategy & Effectiveness
<b>Unit:</b>	Assets & Engineering
<b>Date Reviewed:</b>	June 2024
<b>Approved By:</b>	General Manager
<b>Current Incumbent:</b>	<b>Vacant</b>

## Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### *We Do What We Say*

We set clear expectations

We are accountable for our actions

We get things done

#### *We See Opportunity*

We look for better ways

We are open minded

We learn from our experiences

#### *We Work Together*

We value strengths and differences

We seek to work with others

We help people to succeed

#### *We Make a Difference*

We proudly represent Surf Coast Shire Council

We act with the future in mind

We go the extra mile

### POSITION OBJECTIVES

- To provide assistance in the design and investigation of infrastructure projects to be delivered within Surf Coast Shire works program relating to road and drainage assets.
- To assist in the delivery of a range of civil work projects and investigations that respond to Councils needs to improve and upgrade road and drainage infrastructure within the region.

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#### OUR APPROACH

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[surfcoast.vic.gov.au](http://surfcoast.vic.gov.au)

## **ORGANISATIONAL CONTEXT**

Refer to Surf Coast Shire Council Organisation Chart within this document.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Coordinator Stormwater infrastructure

Supervises: Nil

Internal Relationships: All employees and Councillors

External Relationships: Residents, Contractors, Other Local Authorities and Government Organizations and Consultants

**Position description**

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KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p><b>Key areas of responsibility</b></p> <p>Assist with undertaking investigations of engineering solutions to monitor and improve stormwater drainage within the Shire under supervision.</p> <p>Provide assistance to timely, accurate and courteous responses to queries from both internal and external customers, either through telephone, onsite meetings or written correspondence.</p> <p>Provide direct assistance with collection and assessment of engineering field observations as they relate to drainage issues, performance of Council 's stormwater system</p> <p>Participate in communication and team problem solving within the organization</p> <p>Maintain records and data related to technical services functions in accordance with existing protocols.</p> <p>Undertake minor engineering drafting tasks as directed.</p> <p>Process, issue and register legal point of discharge requests for newly constructed subdivision sites.</p> <p>Assist with technical and field work related to Council's road traffic management functions as may be required from time to time and as may be required according to prioritisation of Engineering function</p> <p><b>Communication</b></p> <p>Actively participate in and contribute to the Assets &amp; Engineering Team.</p> <p>Represent Assets &amp; Engineering team at relevant project meetings.</p> <p><b>Professional Development</b></p> <p>Keep up to date with issues and advances consistent with optimizing Infrastructure Unit services.</p>	<p>Internal and external clients queries are to be responded to within agreed timeframes (CRM's).</p> <p>Legal Point of Discharge Information is to be issued within prescribed timeframes for newly constructed subdivision sites.</p> <p>Assets &amp; Engineering department meetings are to be attended and participated on a monthly basis.</p> <p>Public CRM related meetings are to be attended and contributed to as requested.</p> <p>Courses agreed through performance management systems are to be attended within the agreed timeframes</p>

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**Position description**

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**General Responsibilities - Other**

Perform other duties and responsibilities reasonably within the capabilities of the position.

A driver's license is required due to the need to undertake onsite inspections and tasks.

**Risk Management and Workplace Health & Safety**

Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.

Comply with Surf Coast Shire Council's corporate risk management and occupational health and safety policies and practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk occurring again.

Participate in the consultative processes provided by the organization.

**Record Keeping**

Understanding records management obligations and responsibilities.

Making and keeping accurate and complete records of business activities and decision making.

Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

Demonstrated willingness to assist other team members.

Current driver's license required to undertake inspections and tasks on site.

Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.

Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.

Ensuring the quality and accuracy of the data used or entered on Council databases and systems.

### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Accountable to complete projects under officer's control within budget and time.
- Accountable for own quality of work and meet agreed level of productivity and service delivery.
- Authority to approve minor procedural maintenance works within budgetary limitations.
- Assist and ensure design solutions and devices are investigated, planned and implemented in accordance with relevant guidelines, structural policies, procedures and legislation.

### **JUDGEMENT AND DECISION MAKING**

- To work within well-defined organisation objectives.
- Allocate resources in the most effective and efficient manner within defined parameters.
- Exercise judgement by selecting methods or processes to be used from a limited number of existing methods/processes, based on technical knowledge and local government experience.
- Assist in delivering the design element of Customer related requests within time including recommendations of any design alterations for approval.
- Assist with engineering investigations and advise internal and external customers of actions to be taken in regards to queries or concerns.
- Guidance and advice is usually available within time to make choices.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Experience in placing traffic data collection devices, down loading data from the counters and preparing reports on data for the Design / Traffic unit.
- Experience in vehicle towing, to relocate and install the unit's speed advisory trailer at various locations.
- Knowledge of civil engineering practices required for municipal works.
- Application of appropriate engineering standards to customer related tasks, including recommendations for any alternations for approval.
- An understanding and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety.
- Experience in intermediate to advanced word processing, spreadsheets and databases, particularly using the Metro Count software and Microsoft Office suite of applications.

### **MANAGEMENT SKILLS**

- An ability to manage own workload and meet agreed outcomes and timelines using available resources.
- Basic analytical and problem solving skills.
- Involvement in consultation processes with various internal and external groups.
- A focus on continuous process improvement.

### **INTERPERSONAL SKILLS**

- Skills in written communications in the preparation of internal and external routine correspondence and technical reports.
- Well-developed oral and written communication skills to be applied when dealing with general public, service authorities and other employees to gain cooperation and assistance.
- Ability to resolve minor problems, with guidance from more senior colleagues as required.

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**EQUAL OPPORTUNITY STATEMENT**

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

**CHILD SAFE STANDARDS**

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**KEY SELECTION CRITERIA**

**MANDATORY QUALIFICATIONS AND EXPERIENCE**

- Completion of two years tertiary study in engineering; or experience in a similar role
- Experience in municipal or civil engineering field
- You have the right to live and work in Australia
- Current Victorian driver's licence.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

**DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- Experience in Microsoft Office and AutoCAD
- Knowledge and understanding of relevant legislation, policies, procedures, recognized professional standards relating to traffic management and civil engineering.
- Experience in design and construction techniques and regulatory processes.

**IF THIS POSITION IS GETTING ADVERTISED**

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

**IF FOR CURRENT EMPLOYEE WHEN THE PD IS REVIEWED**

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

.....  
Employee

Dated: \_\_/\_\_/\_\_

.....  
Direct Supervisor

Dated: \_\_/\_\_/\_\_

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