

Take the plunge



A step forward in your career,
just a step from the coast.

Technical Officer
Engineering & Construction

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

Technical Officer - Engineering & Construction

BAND

4 (\$57,430 to \$74,082)

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Engineering & Construction

DIVISION

Assets & Operations

REPORTS TO

Manager Engineering & Construction

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Technical Officer Engineering & Construction will provide engineering and construction services for the provision of technical services relating to water, wastewater, gas and other infrastructure projects.

KEY RESPONSIBILITY AREAS

- Undertake the technical management and supervision of water, wastewater, gas and other projects in accordance with appropriate Australian Standards, plumbing regulations, legislation and leading industry practices.
- Provide technical advice and practical assistance to customers, staff, management, developers and council on water, wastewater and gas projects, land development applications, build overs, water and wastewater connections, backflow prevention, fire services, trade waste, mains extension, subdivision proposals and other plumbing industry matters in accordance with the Corporation's policies and procedures.
- Successfully conduct tender analysis, administer contracts, and supervise contractors to ensure the quality of capital and development projects are completed to the Corporation's standards.
- Effectively and efficiently manage land development applications to deliver outcomes in accordance with policies, procedures, the Corporate Plan and budget.
- Evaluate sub-division proposals and provide technical advice on water and sewer servicing of multi-tenement and major commercial developments in accordance with statutory requirements and in relation to the Corporation's policies and procedures, New Customer Contributions and requirements for water and sewer extensions and other services.
- Manage trade waste, backflow prevention and fire services in accordance with the Corporation's policies, procedures and relevant plumbing regulations.
- Participate in a "safety first culture", and adherence to Westernport Water's Occupational Health and Safety, Environmental Management and Asset Management Systems.
- Provide support and guidance when dealing with non routine matters.
- Assist in meeting all reporting and legislative compliance requirements.
- Assist with maintaining records and review for accuracy in recording and reporting data in corporate systems, relevant to the department such as GIS, AMIS, WMS and Financial Management Systems.
- Participate in the budgeting process with close coordination with finance personnel, ensuring all the requirements are captured. Ensure proper monetary control so that expenditure stays within budget and provide appropriate justification on variances for financial reports.
- Maintain relationships with all stakeholders including customers, team members, coordinators, managers and contractors and provide ongoing technical support.
- Liaise with internal and external stakeholders through verbal and written communication forms such as memos, notices and standard forms.
- Coordinate and prioritise work within allocated time frames, discussing and resolving issues with managers and colleagues whilst managing conflicting priorities.
- Effectively participate in and contribute to a high performing team.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from an overhead perspective, with the swimmers' legs and arms visible as they move through the water. The lighting is bright, creating a serene and refreshing atmosphere.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Key Selection Criteria

Understanding and some experience of land development processes (sub-divisions, service extensions and plumbing approvals).

Some inspectorial or construction experience in the water or plumbing industry.

Demonstrable administrative ability and capacity to manage multiple and possibly complex customer matters.

Demonstrated ability to effectively operate in a team environment and independently as required.

Demonstrated high level verbal communication and negotiating skills combined with effective written skills.

Qualifications and Experience

Experience in engineering, development services and/or project management (preferably in the water industry).

Well developed administrative and computer skills.

Trade Qualifications or relevant Diploma.

Current driver's licence suitable for Victoria.

Management and Interpersonal Skills

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

All employees in this band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

These positions require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

Many positions in this band would have a formal input into policy development within their area of expertise and/or management.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.

Few positions in this band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

Judgement and decision making

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist knowledge and skills

Understanding of design and construction principles, procedures and associated documentation preferably related to water and wastewater systems.

Understanding of contract preparation, administration and contractor management principles.

Typically, these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.

All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider Corporation.

Some positions in this band, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.



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