

# Kingborough Council

## Information Package for Applicants



<b>Position:</b>	<b>Technical Officer Capital Works, Position Number 000618</b>
<b>Employment Status:</b>	<b>Temporary fixed term 3-year contract, Full Time</b>
<b>Department:</b>	<b>Engineering Services Department</b>
<b>Applications Close:</b>	<b>Friday, 18 December 2020</b>



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

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## Position Advertisement

### Technical Officer Capital Works

Council is seeking applications for the position of Technical Officer, Capital Works. The position is responsible for providing technical support in the delivery of Council's capital construction projects and the capital works program.

The successful applicant will require Diploma level qualifications in civil engineering and demonstrated experience in project management and contractor supervision.

**Further details:** The position is offered on a fixed term three-year contract, with a salary in the range of \$68,356 to \$73,797 per annum, plus 12.5% employer superannuation and a 19-day month. For more information, please contact Craig Reid, Senior Project Manager Capital Works on 03 6211 8200.

**How to apply:** A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). All applications must include a document addressing the selection criteria and a current resume.

Applications close at **4pm on Friday, 18 December 2020** and can be submitted online through the Employment Portal on Council's website.

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## **Key Selection Criteria**

### **Technical Officer Capital Works**

**Please address these selection criteria in your application**

#### **Essential**

1. Diploma level qualifications in civil engineering and demonstrated experience in general civil and road-construction engineering works.
2. Demonstrated skills in project management and contractor supervision.
3. Demonstrated knowledge of engineering standards and practices and an ability to read and interpret complex engineering drawings.
4. Competent customer service skills with the ability to resolve issues with contractors and customers in a professional way.
5. Sound written and verbal communication skills, with the ability to draft letters, reports and procurement documents relevant to the role.
6. Proficient skills in the use of Microsoft Office products and the use of Geographic Information systems.
7. Sound knowledge of work health and safety and related work practices relevant to a civil construction environment.

#### **Licences**

1. Current drivers' licence.
2. White Card – Working Safely in the Construction Industry.
3. Confined spaces accreditation.
4. Traffic Management accreditation.

#### **Desirable**

1. Basic knowledge in the use of engineering software.
2. Experience working in a technical environment and the ability to provide technical or detailed advice.
3. Experience and knowledge of Local Government infrastructure.

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## Position Description

### Technical Officer Capital Works

#### POSITION DETAILS

<b>Position No.</b>	000618	<b>Department</b>	Engineering Services
<b>Employment</b>	Fixed term	<b>Location</b>	Civic Centre
<b>Status</b>	contract		
	Full- time		
<b>Unit</b>	Projects	<b>Classification</b>	Technical/Inspectorial Level 4

#### POSITION OBJECTIVE

The position is responsible for providing:

- Technical expertise and support in the delivery of Council's capital construction projects and the capital works program.
- Technical support in matters relating to the tendering, contract management, construction and the financial management of Council's capital works projects to ensure that infrastructure meets the Council's and community needs and complies with applicable standards.
- Assistance in the management of Council's road and stormwater assets through the provision of project management for Council's minor capital works.
- Advice and inspections provided to service authorities, contractors and others related to private works within Council's road network.

#### KEY FUNCTIONS AND RESPONSIBILITIES

1. Responsible for the delivery of minor capital works projects provided by Council and external contractors.
2. Ensure that projects are finalised in a comprehensive manner with the timely provision of appropriate plans and data for asset management purposes, and that the financials and cost variations are approved, reconciled and reported upon.

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3. Assist other professional engineering staff in ensuring that the forward planning, design and estimation of capital works projects are appropriate and accurate so as to meet the needs of the 5-year Capital Works Program.
  4. Support the Engineering Design Unit on technical aspects relating to the design and construction of infrastructure.
  5. Support other areas of Council in providing advice on design and delivering the construction of infrastructure.
  6. Undertake the preparation, advertising, letting and supervision of minor contracts to ensure that work is achieved in accordance with the relevant Australian Standards, project specification; scheduled timeframes; and on budget.
  7. Provide recommendations for contract variations and arranging the payment of claims for payments.
  8. Ensure that appropriate risk management measures and workplace safety standards are adopted and implemented on all works relating to the responsibilities of this position.
  9. Provide advice and information to residents and property owners in relation to current and proposed capital works projects.
  10. Coordinate the provision of 'as constructed' drawings and project financial reconciliations within agreed timeframes of practical completion.
  11. Liaise with service authorities and contractors for private works within Council's road reserve to ensure Council's assets are protected and maintain their integrity.
  12. Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Authority and accountability:** Employees at this level provide civil engineering technical advice under limited supervision and within the scope of the role.

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**Judgment and problem solving:** Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Assistance is available from other senior members of the Engineering Department.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. Internal - This position reports to the Senior Project Manager Capital Works and works closely with colleagues from the Engineering Services and Works Departments.
2. External – This position liaises with contractors, local residents, consultants, and service and approval authorities.
3. Direct Reports - This position has no direct internal reports.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

1. Relevant Diploma level qualifications in civil engineering and demonstrated experience in general civil and road-construction engineering works.
2. Demonstrated skills in project management and contractor supervision.
3. Demonstrated knowledge of engineering standards and practices and an ability to read and interpret complex engineering drawings.
4. Competent customer service skills with the ability to resolve issues with contractors and customers in a professional way.
5. Sound written and verbal communication skills, with the ability to draft letters, reports and procurement documents relevant to the role.
6. Proficient skills in the use of Microsoft Office products and the use of Geographic Information systems.
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## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a National Police check will be required for this position.

### How to apply:

- Your application should be addressed “**Confidential Job Application – Technical Officer Capital Works, Position Number 000618**” and submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au).
- Thank you for your interest in employment with the Kingborough Council. **Applications close at 4pm on Friday 18 December 2020.**

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## Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, <a href="https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf">https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf</a>
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, <a href="http://www.fwc.gov.au">www.fwc.gov.au</a>
Classification and Salary:	This position is classified under the Enterprise Agreement as Technical/Inspectorial Officer, Level 4. The position is offered on a temporary fixed term, three-year contract.
Hours of Work:	The position is full-time (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Leave	Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long

	<p>service leave is available after 10 years' service and the period of service is transferable between Tasmanian Councils.</p> <p>Our employees may also purchase an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.</p>
Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Relocation Costs	<p>Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.</p>
Uniform and PPE	<p>Council supplies personal protective equipment and uniform items to operational employees, as well as those employees working in inspectorial positions.</p> <p>An annual uniform allowance for the purchase of the NNT uniforms local government range is</p>

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	<p>also available to office-based staff. Information is available at <a href="https://www.nnt.com.au/local-government">https://www.nnt.com.au/local-government</a></p>
Other Employee Benefits	<p>Our employees have access to <b>discounted health insurance</b> options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a <b>novated lease for a personal vehicle</b> through Maxxia.</p>
Work Health and Safety	<p>Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i>, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.</p>
Induction	<p>All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.</p>
HR information	<p>For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on <a href="mailto:recruitment@kingborough.tas.gov.au">recruitment@kingborough.tas.gov.au</a> or (03) 6211 8200.</p>