



Position Description

POSITION TITLE:	Engineering Assistant
REPORTS TO:	Director Assets and Infrastructure Services
LOCATION:	Administration Centre
WORK AREA:	Administration Centre and Local Government Area
SALARY LEVEL:	Grade 4
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position (purpose / objective of the position)

To assist in the establishment of and maintenance of records systems within the Department and assist in the carrying out of survey and traffic count surveys.

Award Provisions

Award:	Local Government (State) Award 2020
Award Level:	Band 2 Level 1

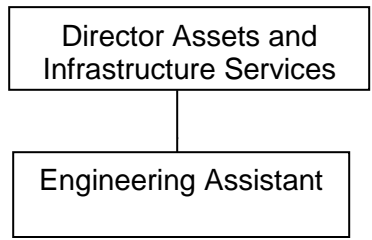
Organisational Relationships:
(the type of client/customer/community relationships that are critical to the effective functioning of the job)

WITHIN DEPARTMENT: Technical and professional staff

WITHIN COUNCIL Salary and operational staff

EXTERNAL TO COUNCIL Government Departments
(e.g. community, business & other government) Businesses / Community

Organisational Chart: *(Direct reporting relationships)*







Schedule of Duties

- Assist in the collection, tabulation, storage and maintenance of asset register data.
- Operate and maintain, update various computer systems / records relevant to position and assets accounting requirements.
- Undertake inspections and determine signage requirements in the Council area.
- Undertake collection of traffic counters and process information.
- Assist Design Engineer with surveying as required.
- Assist with investigation into ratepayer complaints.
- Assist with investigations of Infrastructure Works aspects relating to Development Applications
- Prepare reports for Infrastructure Works Engineer on work related matters.
- Carry out general drafting / technical services office duties.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant safety standards and Council Policy.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Essential and Desirable Criteria

Essential:

- Successful completion of Year 10 or equivalent.
- Extensive experience in operating computer packages related to data management systems.
- To be competent in the operation of office equipment such as plotter, plan copier and printers.
- Well developed communication skills, including oral and written
- Experience in civil construction and/or traffic management
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.
- Traffic Control Ticket.
- Work Health and Safety WorkCover General Induction ticket (white card)
- Drivers Licence Class C
- A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety, Risk, Environmental and quality and an ability to apply them to the work practices.

Desirable:

- To have background in engineering related works preferable within Local Government.
- Qualifications in relation to drafting / design / survey work.
- Experience with basic survey equipment and computer data collection equipment.
- Experience with GIS system.

Verification of Qualifications

Guidelines:

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications, written permission must be given to Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

Working with Children Check

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

Job Specific Skills and Performance Standards Required

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

Skills	Performance Standard Required
Entry Level	
Answer and process general enquiries/requests	<ul style="list-style-type: none"> Answers / requests for action or information are handled assertively and diplomatically using correct protocols, and confidentiality is maintained where appropriate. Accurate information is recorded or relayed to provide the service requested. All processes involved are carried out within the agreed Council timeframes.
Undertake and observe employment conditions and Council Human Resources Policy and procedures	<ul style="list-style-type: none"> Able to interpret regularly used employment conditions, policies and procedures Adheres to Employment Conditions and Council Policies and Procedures. Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.
Use of Technology	<ul style="list-style-type: none"> Applies a range of basic organisation software packages (e.g. Word, Excel, Outlook to facilitate work.) Uses job specific software to facilitate work.
Assist with Data Collection and Management	<ul style="list-style-type: none"> Assists in the collection, tabulation, storage and maintenance of asset register data being primarily for drainage, roads, water supply and sewerage systems and other identified assets. Operates, maintains and updates various computer systems / records in use such as Maintenance Management System (RMS), Survey Control Information Management System (Department Land & Water Conservation) and in-house systems such as job costs, plant registers, asset registers. Systems are maintained and updated in order to ensure efficiency and effectiveness of system. Establishes data base information records in accordance with Council requirements. Establishes and maintains information / data collection records in accordance with Council requirements.
Records/Information Management	<ul style="list-style-type: none"> Files materials accurately and according to Council's records management policies and procedures.
Step 1	

Skills	Performance Standard Required
Assist with a civil site survey	<ul style="list-style-type: none"> • Preparation for the survey is carried out including determining the requirements of the job, obtaining relative reduced levels, obtaining appropriate personal protective equipment and ensuring that quality assurance requirements are recognised and adhered to. • Maintain a given level or specified slope with profiles. • Set up and use a surveying level. • Set up and use a horizontal laser level. • Levels are shot and height marked / recorded to job requirements. • Prepares maps, diagrams, graphs, forms from rough drafts and broad instructions regarding layout.
Read and interpret Drawings and Plans	<ul style="list-style-type: none"> • Appropriate drawings are identified and accessed. • Information is interpreted and procedures to be followed are accurately determined in accordance with Council's requirements. • Work is performed in accordance with standards or guidelines or legislation. • Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when diagrams and drawings are not clear. • Is able suggest more appropriate ways of undertaking work.
Report Generation.	<ul style="list-style-type: none"> • Generates reports from the asset system as required. • Provides staff with various reports as required.
Written Correspondence	<ul style="list-style-type: none"> • Provides replies to correspondence within area of expertise and delegation. • Presents information in a clear and concise way. • Text in correspondence uses clear and concise language. • Spelling, punctuation and grammar are correct.
Problem Solving	<ul style="list-style-type: none"> • Develops practical solutions to daily work issues. • Applies a range of problem solving strategies. • Shows independence and initiative in identifying problems and solving them.
Step 2	
Customer Service	<ul style="list-style-type: none"> • Responds promptly to more complex enquiries and gives correct advice and information using appropriate communication methods. • Uses advanced communication skills to deal with difficult situations.
Use of Technology	<ul style="list-style-type: none"> • Applies a range of technical organisational software packages (eg. GIS, Map Info, Dataworks, Survey Software) to facilitate work • Able to instruct other team members in the use of system.
Field Work (Data Collection,	<ul style="list-style-type: none"> • Key activities and time lines are scheduled. • Risk management and statutory requirements and standards are

Skills	Performance Standard Required
inspections and determining signage requirements and asset accounting requirements)	<p>researched, considered and adhered to.</p> <ul style="list-style-type: none"> • Equipment is operated according to manufacturer’s specification, statutory and organisational guidelines. • Inconsistencies in information are identified. • Signage requirements identified in accordance with Council policies and statutory requirements. • Maps, plans and charts are compiled and produced. • Data is recorded according to accepted industry standards. • All required documentation is completed promptly and accurately according to organisational requirements. • All documentation is stored according to organisational requirements.
Report Writing	<ul style="list-style-type: none"> • Reports are prepared for Infrastructure Works Engineer on appropriate matters when required. • Reports are clear and concise. • Reports are prepared within agreed timeframes and to the required format.
Development of safe work method statements	<ul style="list-style-type: none"> • Documentation is prepared to formalise processes for achieving objectives. • Consideration is given to the user and the environment in which the SWMS will be used. • Feedback is sought on the content of the SWMS. • SWMS are updated and modified as required to match current operations.
Step 3	
Investigate complaints by the community on engineering related matters (within specific work area)	<ul style="list-style-type: none"> • Investigates complaints in an impartial manner and takes appropriate remedial action in consultation with Infrastructure Works Engineer and within agreed timeframes • Clearly articulates Council policy during the process to all stakeholders
Assist with the coordination of the use of Survey information within Council	<ul style="list-style-type: none"> • User input into the system is monitored to ensure data is not duplicated. • Data records / books are developed and maintained so that current information is readily available to all relevant Council departments. • Work is planned to ensure information is provided to users in a timely manner. • Information on availability of data is disseminated to appropriate personnel following consultation with Design Engineer.
Development of work Procedures Guides.	<ul style="list-style-type: none"> • Manuals and user guides are accurate and user friendly. • Consideration is given to the user and the environment in which the manual / guide will be used.

Skills	Performance Standard Required
	<ul style="list-style-type: none"> • Responsibility for all updates and changes to the procedures or manuals is assigned or designated. • Feedback is sought on the content and presentation of the manual/guide. • Manuals and guides are updated and modified as required to match current operations.
Risk Management and Problem Solving	<ul style="list-style-type: none"> • Identifies and classifies possible sources of risk. • Identifies problems proactively and puts in place appropriate strategies to mitigate them. • Consults with multiple stakeholders where appropriate to solve issues.
Provide Technical Support, advice and assistance	<ul style="list-style-type: none"> • Assist individuals and team to solve technical issues and problems. • Advise on data content and suitability for particular uses. • Opportunities are identified to improve systems and processes and suggestions are provided to relevant personnel. • Assists with management of updating and maintenance of network and expanding existing infrastructure. • Performs general drafting / technical services office duties as directed by Infrastructure Works Engineer. • Provides administrative support to section within specified timelines.
Step 4	
Develop and update engineering assistant knowledge	<ul style="list-style-type: none"> • Accesses and updates specific information on work. • Identifies and uses a range of opportunities to update general knowledge of asset engineering legislative and council specific requirements. • Shares updated knowledge with customers and colleagues as appropriate.
Carry out inspections and investigations relating to technical services aspects relating to development applications	<ul style="list-style-type: none"> • Undertakes investigations and inspections for Infrastructure Works requirements • Provides feedback to Infrastructure Works Engineer on non-compliance / compliance in accordance with Council timeframes and policy
Complex Problem Solving (relevant to scope and delegations of position)	<ul style="list-style-type: none"> • Develops creative, innovative solutions to complex work issues. • Shows independence and initiative in identifying problems and solving them. • Identifies and classifies possible sources of risk. • Identifies and reports problems to Infrastructure Works Engineer, and where approved, proactively puts in place appropriate strategies to mitigate them. • Applies a wide range of problem solving skills to enable resolution of issues without contravening any statutes, regulations or Council policies.
Undertake Process Improvement	<ul style="list-style-type: none"> • Processes are monitored and inconsistencies are identified by comparing processes for similar tasks. • Ideas for improvement are given prompt consideration and feedback to maximise possible benefits.

Skills	Performance Standard Required
	<ul style="list-style-type: none">• Ideas are discussed and evaluated with other staff to determine viability.• Ideas are assessed against existing practise, precedent and any legislative or Council restrictions.• Judgment is used on the assessment of ideas.• Other staff are involved so that all aspects can be considered.• Regular opportunities are provided to consider alternative approaches to process improvement.• Change is monitored to see that anticipated benefits are realised.• All areas affected by change are advised promptly to minimise disruption and encourage commitment.
Assist with the review of policies	<ul style="list-style-type: none">• Contributes to the review of asset policies in relation to engineering assistant activities.• Updates procedure manuals to reflect changes in policies.

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Engineering Assistant on _____(date)

Signed: _____

Date: _____