



POSITION DESCRIPTION FORM

File No: PDF-F0128094

POSITION IDENTIFICATION

Title:	Project Officer	Level:	Level 6
Service Unit:	Operations	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Infrastructure	Date Effective:	19 December 2018
Reporting to:	Manager Operations	Date Last Reviewed:	25 March 2025

PURPOSE OF POSITION

- Provide technical support for the delivery of the shire's capital works and maintenance programs.
- Undertake, coordinate and manage the construction and refurbishment/replacement projects for the Shire's capital works programs and major maintenance projects.
- Provide advice to the general public, developers and public authorities on matters relating to Shire's operations and capital and major maintenance works.
- Deliver proactive and reactive emergency maintenance of Shire buildings.
- Undertake Inspections and coordinate maintenance of the Shire's annual bridge maintenance project.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Engage and coordinate contractors and works contracts to deliver capital works and maintenance programs and projects.
- Undertake project management tasks and other duties for capital works projects and maintenance programs.
- Assist in the preparation of tender documents and tender packages required for capital works and maintenance programs for roads and associated infrastructure, drainage, parks and reserves, buildings and other municipal works.
- Prepare cost estimates and seek quotations within Council's established guidelines, policies and practice.
- Assist with the preparation of Council's annual works program for roads and associated infrastructure, parks and reserves, buildings and other municipal works.
- Prepare monthly reports on the progress of works and expenditure against budget allocations and report anticipated discrepancies to management.
- Liaise with public utilities and authorities for the coordination of works and the protection of services.
- Assist in the sourcing of traffic management plans, both specific and generic for construction projects and maintenance activities that impact on the safety of motorists and pedestrians.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre and Operations Depot.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under the direction of the Manager Operations and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Work Health and Safety Act 2020, as amended.

CORPORATE ACCOUNTABILITIES

- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020, as amended.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety Act 2020, as amended.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's values: "Trust, Respect, Accountability, Customer/Community, Excellence and Support" within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

Essential:	1. Demonstrated knowledge of civil construction techniques, building construction and maintenance. 2. Demonstrated experience in contractor management and contracts 3. Knowledge of Geotech, Moss or Civil CAD, roads and drainage plus an understanding of asset management principles and processes. 4. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and resolve conflict. 5. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs, databases and GIS. 6. Proven experience in supervision and an ability to apply a practical "hands on" approach to work. 7. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
------------	--

SELECTION CRITERIA

8. Ability to work some weekends and hours outside of normal office hours to assist contractors that need access to buildings without staff in attendance. Be able to assist with call-outs for infrastructure emergencies

Desirable:

1. Advanced Diploma in Civil Engineering plus 3 years project management experience.
2. Project Management qualifications.
3. Working knowledge of legislation in respect of activities on roads, public buildings and public works engineering.