Technical Officer
POSITION DESCRIPTION

Position Number:	2627	**Position Status:**	Permanent Full Time
Portfolio:	Communities and Environment	**Classification:**	QLGIA (Stream A) Level 5
Business Unit:	Planning and Development	**Reports To:**	Coordinator Development Engineering
Team:	Development Engineering	**Revised:**	October 2026

Human Resource Delegation:	Nil	**Financial Delegation:**	Nil

General Position Statement:

This position supports Council's direction by providing development assessment services for a broad range of development related works.

Specific Responsibilities:

This position has the following responsibilities:

1. Carry out development assessments and prepare responses to development applications referred from the Development Assessment team in accordance with Council's business rules and statutory requirements.
2. Carry out site inspections for contributed assets, safety, and environmental issues as per the provisions of Operational Works Permit, Council's Policies, and relevant legislations.
3. Provide engineering guidance and advice to the Development Assessment team for the provision of contributed assets through Operational Works.
4. Liaise with relevant government departments, consultants, contractors and the general public on operational works issues.
5. Provide guidance and advice on matters relating to Building Over or Near Relevant Infrastructure (BONRI).
6. Assist with the verification of asset information and liaise with GIS and field staff to advance the integrity of Council's GIS and asset data-base.
7. Undertake and assist other Council officers with compliance-related investigations.
8. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.

9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated working knowledge of relevant Local Government operations and legislative framework, particularly in relation to the Planning Act.
2. Demonstrated sound knowledge of work practices, technical guidelines, procedures and policies relevant to development applications and planning, design and delivery of municipal infrastructure.
3. Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
4. Ability to effectively operate Council's computer systems and the MS Office Suite.
5. Well developed communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.

Mandatory Qualifications, Licences and Experiences

1. Qualifications relevant to the position (e.g. Associate Diploma of Engineering Civil) and/or significant experience in the design, construction, operation and maintenance of municipal infrastructure works.
2. Construction Industry Induction (White Card).
3. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences, and Experiences

1. Experience in undertaking site inspections of infrastructure assets and environmental issues.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s knowledge library.

Technical Officer
SELECTION CRITERIA

Position Number:	2627	**Position Status:**	Permanent Full Time
Portfolio:	Communities and Environment	**Classification:**	QLGIA (Stream A) Level 5
Business Unit:	Planning and Development	**Reports To:**	Coordinator Development Engineering
Team:	Development Engineering	**Revised:**	October 2026

1. Mandatory Qualifications and Licences:
    - Possession of an Associate Diploma in Civil Engineering (or equivalent) or significant experience in the design, construction, operations and maintenance of municipal infrastructure works.
    - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated working knowledge of Local Government operations and legislative frameworks, particularly the Planning Act.
3. Sound knowledge of development applications, planning, and delivery of municipal infrastructure.
4. Ability to liaise effectively with government departments, consultants, contractors and the general public.
5. Demonstrated capacity to plan workloads, achieve set goals and meet deadlines.
6. Well-developed verbal and written communication skills.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;
- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.