



Technical Officer

POSITION DESCRIPTION

Position Number:	3757	Position Status:	Permanent Full Time
Portfolio:	Infrastructure	Classification:	QLGIA (Stream A) Level 4 - Technical Stream (Division 2, Section 1)
Business Unit:	Construction and Maintenance	Reports To:	Coordinator Corridor Management
Team:	Corridor Management	Revised:	June 2026
Human Resource Delegation:	Band NIL	Financial Delegation:	Band 5

General Position Statement:

This position supports Council's direction by providing operational and technical support for the construction and maintenance of the Council's roads infrastructure, and TMR assets maintained under the RMPC, in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities:

This position has the following responsibilities:

1. Investigate, risk assess and prioritise defects on roads and other nominated infrastructure, undertake bridge and level crossing inspections, and develop forward works programs across road and civil infrastructure.
2. Respond to customer requests and enquiries, providing updates and outcomes, while liaising with the public, contractors, consultants and government agencies on road reserve matters.
3. Review, assess, approve and audit applications and third-party works in road reserves, including Gates and Grids, utilities and heavy vehicle permits, ensuring adherence to legislation, standards and policies.
4. Conduct investigations into infrastructure issues, prepare technical reports, respond to information requests, and support insurance claim assessments.
5. Gather and analyse traffic and infrastructure data, manage addressing and asset naming, and maintain datasets to inform planning and operational decisions.
6. Assist with coordination and supervision of maintenance works, support financial monitoring and reporting, and contribute to the development and implementation of local laws, policies and standards.





7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. 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.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated sound knowledge of engineering standards, work practices and technical guidelines relevant to construction and maintenance of civil infrastructure.
2. Demonstrated sound knowledge of standards, policies and procedures relating to Rural and Urban Addressing, Gates and Grids and broader infrastructure compliance requirements.
3. Demonstrated solid communication (verbal and written) and interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
4. Ability to prioritise work, manage competing deadlines and work independently or collaboratively within a team environment.
5. Ability to effectively operate Council's computer systems including, Finance, Mapping, Assets, Customer Requests, Records Management and the MS Office Suite.
6. Strong analytical, negotiation and conflict resolution skills, with practical knowledge of workplace health and safety requirements and risk assessment.

Mandatory Qualifications, Licences and Experience

1. Construction Industry Induction (White Card).
2. Bridge Inspections Level 2 – Based upon the Qld Transport and Main Roads (TMR), Bridge Inspection Manual (BIM 2004). Certificate of Attendance or the ability to obtain.
3. Demonstrated experience in the inspection and assessment of defects in roads and road related infrastructure.
4. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Experience in local government environment.
2. Certificate III in Civil Construction and/or Associate Degree in Civil Engineering
3. First Aid Certificate.
4. Traffic Management Implementation.





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 outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A&B and Tetanus.
6. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.

This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".

During the course of normal duties incumbent may be required to perform:

- Constant dynamic standing/walking;
- Walking uneven ground;
- Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
- Frequent bilateral forward reaching;
- Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
- Repetitive and sustained bending and stooped positions;
- Working in awkward postures, and occasionally in confined spaces;
- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.





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.





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SELECTION CRITERIA

Position Number:	3757	Position Status:	Permanent Full Time
Portfolio:	Infrastructure	Classification:	QLGIA (Stream A) Level 4
Business Unit:	Construction and Maintenance	Reports To:	Coordinator Corridor Management
Team:	Corridor Management	Revised:	June 2026

Please address each of the selection criteria below in your application:

1. Demonstrated experience in identifying, inspecting, assessing and risk-rating defects within road networks, bridges and associated civil infrastructure.
2. Possession of, or the ability to obtain, Bridge Inspection Level 2 certification in accordance with the Queensland Department of Transport and Main Roads (TMR) Bridge Inspection Manual (BIM 2004)
3. Demonstrated sound knowledge of engineering standards, industry best practices, legislation and technical guidelines relevant to the construction, maintenance and management of civil infrastructure assets
4. Demonstrated knowledge and practical application of standards, policies, procedures and compliance requirements relating to Rural and Urban Addressing, Gates and Grids, road reserves and associated infrastructure management activities.
5. Well-developed verbal and written communication skills, with the ability to build effective relationships with contractors, consultants, government agencies and internal stakeholders, while delivering a high standard of customer service and professional outcomes.
6. Possess a Construction Industry Induction (White Card) and a current motor vehicle driver's licence.

Please address each of the selection criteria in your application:

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;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

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.