



## Technical Officer

### POSITION DESCRIPTION

<b>Position Number:</b>	3757	<b>Position Status:</b>	Permanent Full Time
<b>Portfolio:</b>	Infrastructure	<b>Classification:</b>	QLGIA (Stream A) Level 4
<b>Business Unit:</b>	Construction and Maintenance	<b>Reports To:</b>	Coordinator Technical Services
<b>Team:</b>	Technical Services	<b>Revised:</b>	October 2025

<b>Human Resource Delegation:</b>	Nil	<b>Financial Delegation:</b>	Nil
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#### **General Position Statement:**

This position supports Council's direction by providing technical and administrative services for a range of activities and functions related to transport planning.

#### **Specific Responsibilities:**

This position has the following responsibilities:

1. Review, assess, process applications, inspect and investigate, works carried out by others in the road reserve.
2. Liaise with relevant Government Departments, consultants, contractors and the general public on matters relating to activities, functions and works within the road reserve.
3. Undertake compliance and applications processing for Gates and Grids including coordinating the ongoing review and development of standards, policies and management databases associated with such structures.
4. Investigate, assess and prepare responses to relevant enquiries and requests for information, including National Heavy Vehicle Regulations permit requests, Ergon & Telstra works in roads requests.
5. Liaise with members of the public, as required, to investigate customer requests, and provide information in relation to the status and/or conclusion of customer service requests.
6. Monitor and administer Council's customer request reporting system relevant to the Team's infrastructure planning activities.

LIVINGSTONE SHIRE COUNCIL

# Values



ACCOUNTABILITY



TEAMWORK



COMMUNITY



POTENTIAL



POSITIVITY

7. Develop Business Cases and project briefs for inclusion in the Forward Works Program for a broad range of transportation projects under the supervision of a Registered Professional Engineer of Queensland (RPEQ).
8. Monitor and undertake the systematic and ad hoc gathering of traffic data across the transport network to inform long term transport planning and to assess customer requests. This will include the installation and removal of traffic counters.
9. Conduct investigations into a broad range of road or drainage issues, prepare detailed reports, and collaborate with engineers and designers to develop solutions, all under the direct supervision of a RPEQ.
10. Provide sound input and advice in the development and implementation of Local Laws and Policies.
11. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
12. 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.
13. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
14. 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, technical guidelines, procedures and policies relevant to transport planning and construction.
2. Demonstrated sound knowledge of Rural and Urban Addressing and technical standards, procedures and policies relevant to Gates and Grids.
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 effectively operate Council's computer systems including Customer Request Systems, Electronic records management systems, GIS and the Microsoft Office suite of software.
5. Solid time management and multi-tasking skills and experience.





### Mandatory Qualifications, Licences and Experience

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 Experience

1. Experience in a local government environment.

### 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/or 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. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

### *Delegations and Authorisations:*

Financial, Administrative and Human Resource Management 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.

LIVINGSTONE SHIRE COUNCIL

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TEAMWORK



COMMUNITY



POTENTIAL



POSITIVITY



## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.





## Technical Officer

### SELECTION CRITERIA

<b>Position Number:</b>	3757	<b>Position Status:</b>	Permanent Full Time
<b>Portfolio:</b>	Infrastructure	<b>Classification:</b>	QLGIA (Stream A) Level 4
<b>Business Unit:</b>	Construction and Maintenance	<b>Reports To:</b>	Coordinator Technical Services
<b>Team:</b>	Technical Services	<b>Revised:</b>	January 2026

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

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. Demonstrated sound knowledge of engineering standards, work practices, technical guidelines, procedures and policies relevant to transport and drainage planning and construction.
3. Demonstrated sound knowledge of National Heavy Vehicle Regulations and subsequent permit requirements.
4. Demonstrated solid communication (verbal and written) and interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
5. 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.