



## Position Vacant Technical Officer

### PERMANENT FULL-TIME

**At the Paroo Shire Council, we believe that our success starts with our people.**

**We are committed to creating a positive, inclusive, and rewarding work environment where team members feel supported and valued.**

As the Technical Officer, you will provide accurate and effective technical advice, data and guidance to support the efficient and effective delivery of the services provided by the Infrastructure Directorate.

The Technical Officer works within a collaborative and supportive team environment, providing the Council with efficient and effective technical and administrative service support. Responsibilities include but are not limited to gathering and collecting field data and assisting with applications, submissions and claims. Additionally, the Technical Officer will assist with creating and organising various documents, including but not limited to tenders, quotations and contract documents.

An immediate start is on offer so if you are seeking a genuine opportunity and would like to be a crucial member of the Paroo Shire Council's team then please attach a COVER LETTER and your current RESUME for further consideration.

If you would like further information, please contact:

Denise O'Brien, Manager Human Resources on 07 4655 8400.

You can email your interest directly to Denise at [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au)

[Alternatively download directly from our website at  
Employment Vacancies – Paroo Shire Council](#)



## POSITION DESCRIPTION

### TECHNICAL OFFICER

<b>Position Number:</b>	TBC	<b>Location:</b>	Cunnamulla
<b>Award:</b>	Queensland Local Government Industry Award (Stream A) – State 2017		
<b>Certified Agreement:</b>	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
<b>Classification Level:</b>	TBA Dependent on Skills & Qualifications	<b>Employment Type:</b>	Permanent Full Time
<b>Department / Team:</b>	Infrastructure Services		
<b>Reports to:</b>	Director Infrastructure Services	<b>Supervises:</b>	No direct reports

### Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following core values:

**Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment**

### Position Objectives

As the Technical Officer, you will provide accurate and effective technical advice, data, and guidance to support the efficient and effective delivery of the services provided by the Infrastructure Directorate.

The Technical Officer works within a collaborative and supportive team environment, providing the Council with efficient and effective technical and administrative service support. Responsibilities include but are not limited to gathering and collecting field data and assisting with applications, submissions, and claims. Additionally, the Technical Officer will assist with creating and organising various documents, including but not limited to tenders, quotations, and contract documents.

### Key Responsibilities

- Undertake intermediate Civil Engineering activities such as cost estimates, scheduling and monitoring of maintenance works in conjunction with relevant Coordinators and Supervisors.
- Preparation of plans including traffic management and in conjunction with other clients, safety, environmental and other required both on a yearly and project basis.
- Preparation of detailed scopes of work from identified needs and / or requested quotes.
- Identify and prioritise defects on PSC road networks, with advice on effective and appropriate repair treatment in conjunction with management.
- Assist with the resolution of customer requests.
- Effectively schedule and manage inspections within Council and TMR works programs.
- Identify, log and map data into Council's GIS system.
- Assist finance with relevant information for submissions of claims.
- Provision of costings to internal and external clients in relation to equipment hire and works.
- Prioritise works and other commitments to meet corporate and works programs.
- Create and maintain successful relationships between Council departments and external stakeholders.
- Assist with the procurement of materials for projects.
- Consult with, apply for permits and report as required on works including access to Cultural Heritage areas, Quarries, and Water.
- Assist in preparing submissions and budgets for RMPC, PSC Road Maintenance, TIDS and R2R programs.
- Administration and programming of RMPC, PSC Road Maintenance, TIDS and R2R including raising and amending purchase orders, submission of Monthly and completion claims, monthly accruals, and fortnightly forecasting.

- Water sampling and chemical analysis aligned with Council's schedule for the Paroo Shire and the State including submissions of reports.
- Survey, GPS register and peg out quarries.
- Compliance to the timeframes in the DWQMP including reviewing and updating as required.
- Consistently complete allocated tasks within agreed timeframes.
- Undertake other works up to and including your competency level; and
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

## **Qualifications, Skills, and Experience**

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### **Essential**

- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Minimum 3 years' experience and / or qualification in civil construction and design or related field.
- Understanding of the role including relevant policies and procedures.
- Demonstrated leadership skills with the ability to motivate and influence staff to achieve positive outcomes.
- Well-developed communication and interpersonal skills with the ability to liaise and communicate with diverse groups on civil works.
- Demonstrated experience in tender preparation, contract administration and management, job costings and estimating.
- Knowledge of road construction and maintenance, storm water, water supply and sewage maintenance and public area maintenance.
- Demonstrated experience in Microsoft Office Suite and the ability to utilise electronic management systems.
- Demonstrated experience and skills in a similar role.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability to interpret and apply legislated requirements; and
- Sound time management skills and customer service skills.

### **Desirable**

- Experience in using Graphical Information Systems (GIS).
- Prior experience in the analysis and review and redevelopment of systems and procedures to ensure compliance with legislation and codes of practice.
- Working knowledge of asset management principles, policies, and procedures relevant to plant and vehicles; and
- Knowledge of relevant legislation relating to local government and the construction and maintenance of civil works.

## **Corporate Accountabilities**

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- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust, and integrity.
- Perform jobs, tasks, and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

## Work Health and Safety

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- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

## Team Contribution

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Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

### ***You will also:***

- Work collaboratively with co-workers, actively contributing to the Shire's vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by the Team Leader Airport Services and/or line management within known skills, knowledge, and capabilities.

## Agility Statement

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The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

## Authorisation and Acknowledgement

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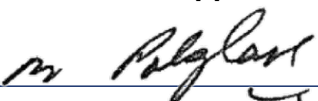
Signing this position description indicates agreement and acceptance of the contents and conditions.

**I agree and accept all terms, conditions and duties outlined in this document.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I Authorise and Approve this Position Description Technical Officer signed by:**

	30.06.2025
Neil Polglase Interim Chief Executive Officer	Date