



Paroo Shire Council Position Description

Title: Administration Officer - Infrastructure
Award: Queensland Local Government Industry Award (Stream A) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level: 3
Department: Infrastructure
Location: Cunnamulla

Position Objectives

This role is to provide support the Administration needs of Council's Infrastructure Department. Complete your assigned tasks to the specified level in the assigned timeframes and maintain confidentiality when handling information and documents

Reporting Arrangements and Delegations

- This role can be a part of any department within Council and reporting arrangements will vary accordingly
- It has no direct or indirect reports, however the role requires you to work with people from a range of teams within Council.

Key Selection Criteria

- 1) Demonstrated ability to undertake compliance reporting (EPA, gravel, water, landfill etc);
- 2) Demonstrated experience in an administrative role preferably in a Council or Infrastructure environment;
- 3) Demonstrated knowledge and/or experience in the Construction, Fleet and Maintenance industry;
- 4) High level of skills and experience in using MS Office including Outlook, Word, Excel and MS Project;
- 5) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- 6) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 7) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner;
- 8) Demonstrated commitment to Workplace Health and Safety policies and procedures; and
- 9) Demonstrated ability to undertake costing reconciliations.

Skills and Experience

- Complete all assigned tasks to the level required and within the assigned timeframe;
- Handle all assigned tasks while maintaining confidentiality and respecting the privacy of any individuals or organisations involve;
- Communicate clearly and effectively with Co-workers, managers and the community;
- Provide a high level of customer service within their area of responsibility;
- Excellent attention to detail;
- Ability to manage competing priorities and enjoy a fast paced environment;
- Sound knowledge of road construction terminology and techniques or ability to learn;

- Knowledge of policies and regulations relating to Local Government or the ability to learn;
- Thorough understanding of Quality Assurance and Workplace Health and Safety processes;
- Experience in costing reconciliations;
- Advanced experience in accurate data entry and review of data;
- Experience in compliance reporting, advantage in quarry management, water testing, private works etc;
- Advantage understanding of Practical Plus software and ARC GIS;
- Ability to comply with council policies and procedures including Code of Conduct and Workplace Health and Safety Policy.

Qualifications

Essential:

- Formal qualifications and/or experience in Engineering or Administration or a similar discipline
- Minimum experience of 2 years in similar or related role;
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

Key Responsibilities and Duties

- Provide professional administrative support to the Infrastructure team to ensure that operations are maintained in an effective and accurate manner, support pressing deadlines and collaborate with internal and external stakeholders.
- Assist with the development of Job Management Plans for all road maintenance and construction projects including shire and main roads.
- Assist in preparation RMPC and TIDS claims, as well as other funding and grant programs;
- Data entry of plant records, stock take and other figures;
- Provide a high level of customer service to managers, co-workers and customers;
- Respond to customer enquiries and ensure they are attended to in a timely manner;
- Assist the Director of Infrastructure with the administration and maintenance of quality documentation (procedures, forms and templates), registering of quality records in Council Magiq software, arranging and attending audits;
- Ensure records and information in relation to the Infrastructure Department are recorded in Councils Magiq software and are easily retrievable by Council staff including assisting with the development and maintenance of procedures, forms, checklists and registers as required;
- Undertake the updating, accuracy and maintenance of the Infrastructure Departments specialised computer programs
- Coordinate the administrative aspects of Private Works jobs including preparing quotes, setting up job cost numbers and liaising with Finance for timely issue of invoices;
- Undertake administrative support for the general operations of the Airport, which includes assisting in writing reports and creating correspondence for the purpose of the Airport's operations;
- Data entry and basic data analysis using spreadsheets or specialist software;
- Collate staff timesheets and plant timesheets each fortnight for the department;
- Organisation of travel and accommodation in accordance with Training Policy;
- Coordination of catering, room setup and resources for training, meetings and other relevant activities;
- Assist with procurement of goods and services; raise purchase orders;
- Provide support to the Warehouse Coordinator;
- Complete compliance reporting/reconciliations gravel, water, landfill, store stockpiles ect;
- Complete funding/milestone reporting and acquittals;

- Complete Plant usage reconciliations;
- Arrange departmental meetings and taking minutes;
- Produce budget reports fortnightly/monthly per supervisor;
- Support Director of Infrastructure and supervisors in email management and administrative tasks;
- Manage resources, costings on individual jobs and overall yearly plan;
- Liaise with peers to complete monthly Council reports;
- Comply with council policies and procedures including Code of Conduct and Workplace Health and Safety Policy; and
- In addition to your area of specialty, you may be required to provide general administrative duties across a range of other Council departments.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED This job may include:				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

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

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....