

Position Description

Position Title	RMCC Technical Officer		
Department	Infrastructure	Position Number	R02
Grade	Grade 9	Location	Coonamble Administration Office
Status	Permanent Full Time	Hours	35hrs week / 70hrs per fortnight
Reports To	Manager – Roads	Industrial Instrument	Local Government (State) Award 2020
Date Revised	27/09/2021	Version Number	1
Direct Responsibilities	Contract Administration and Management – TfNSW, RMCC and engineering project administration.		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position exists to undertake technical investigation and liaison for road projects and routine work funded through the Road Maintenance Council Contract (RMCC) with the Transport for NSW (TfNSW) of NSW and subcontractors.

This position contributes to the organisations goals by providing administrative support to the Roads section to ensure that the necessary contract operations and services are carried out efficiently and effectively. Other duties will be associated with providing administrative support for various engineering projects.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Technical

- Undertake administration work for RMCC in accordance with the contract and maintain all contract related documentation.
- Assist with works proposals (quotes) for ordered works under RMCC.
- Check the progress of works, claims and incoming invoices of the contracts in association with the Manager – Roads and Finance.
- Prepare submissions and monthly progress claims/certificates for works under the RMCC contract for final approval.
- Prepare payment claims with quality agreements to TFNSW for routine and individual priced works for approval.
- Administer the RMCC renewal, extension and variations in association with the Manager and /or Executive Leader.
- Liaise with the TFNSW's Contract Manager and TFNSW Surveillance Officer.
- Manage correspondence between Council and TFNSW under RMCC for Manager - Roads.
- Prepare and administer period contracts for civil works (casual plant, bitumen sealing, concrete supply etc).
- Maintain Reflect for all TFNSW accomplishments; ensuring it is updated on a regular basis.
- Assistance with RMAP for Routine Maintenance and construction to forecast Council's works program to predict variations in program and funding required.
- Engaging consultants to assist in pre-planning works (environmental, geotechnical, designers, utilities providers, etc.).
- Liaising with regulatory bodies to ensure all permits/licenses are in place.
- Preparation of traffic management plans, site safety plans, site environmental plans and quality management plans.
- Carry out inspections of works under the control of Councils' operations department and ensure quality assurance during construction.
- Assist with routine work associated with database, records, and asset management maintenance.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work-related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Manager for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

Position Description

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Roads Section	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of road maintenance, construction and RMCC administration processes preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Tertiary Qualifications (Diploma level) in Civil Engineering Construction / Design or equivalent experience with TfNSW / RMCC (Road Maintenance Council Contract).
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of road maintenance, construction and RMCC administration processes preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Tertiary Qualifications (Diploma level) in Civil Engineering Construction / Design or equivalent experience with TfNSW / RMCC (Road Maintenance Council Contract).
- Class P, P2 or C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Sound organisational and planning skills, working in line with organisational goals, with the ability to adapt to changing priorities.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	