

Project Officer

Position Description

Directorate	Operations	Department	Civil Services
Reports To	Team Leader Technical Operations - Roads	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

Provide technical expertise and advice on issues relating to operational matters affecting Road Asset Renewal Contracts, effectively coordinate road maintenance and renewal projects and resolve customer relations issues. Working with councils contractors to ensure full compliance of contractual obligations and quality of works.

Key Responsibilities and Outcomes

As a Project Officer and member of the Civil Services Department you will:

- Manage the delivery of the daily operations of asset maintenance and renewal contracts including the Road Resurfacing Program ensuring contractual and quality obligations are met.
- Act as a point of contact for day to day issues arising from the delivery of the contract works including providing high level direction for the end to end management of delivery matters.
- Responsible for undertaking inspections of the contract works ensuring compliance to the contract specifications, legislation, work health and safety, and quality control.
- Undertake high level assessment and assist in the planning and preparation of operational annual and multi-year road maintenance programs including advice on operational efficiencies.
- Lead the end to end resolution of delivery issues such as works progress, contractual issues, site safety, environmental management, and quality assurance.
- Partake in regular performance management meetings with the contractor's providing information in relation to site-based performance including safety and quality performance and response to issues resolution.
- Advise on and assist with achieving outcomes on site specific technical issues and disputes as they arise ensuring a consensual outcome is reached.
- Work with the team in developing council reports and information to stakeholders as required.

Our Values

Our values:
guiding how we
work and shaping
our future.



**SEE THE PERSON.
SEE THE CITY.**



**OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.**



**FALL, LEARN, RISE.
TOGETHER
WE GROW.**



**THINK BIGGER.
LET'S GO.**

Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Demonstrated ability and practical experience in maintenance and construction techniques in relation to the delivery of Road Construction. • Demonstrated ability in applying investigative, analytical and research skills to manage projects in a technical work environment • Well-developed skills in monitoring contractors service delivery outputs and relevant schedules. • High level communication skills and the ability to engage with a diverse suite of internal and external stakeholders. • Well-developed skills in applying a range of risk and governance skills in the day to day delivery of contract administration

Qualifications
• Certificate IV in Civil Construction, Project Management or relevant field. • Construction Induction Card competency that has been used or obtained within the past 2 years. • Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.