

Senior Technical Officer Assets

Position Description

Directorate	Operations	Department	Assets and Open Space Services
Reports To	Team Leader Assets	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 5

Position Purpose

To provide high quality contract administration services for Parks and Natural Areas maintenance contracts, ensuring contractors meet agreed service standards, specifications and compliance requirements. The role supports effective contract delivery through the preparation and management of contract documentation, implementation of audit and inspection programs, and facilitation of regular performance reporting and contractor meetings, contributing to consistent, efficient and value for money outcomes for council.

Key Responsibilities and Outcomes

As a Senior Technical Officer and member of the Parks Assets team you will:

- Administer the full lifecycle of Parks and Natural Areas maintenance contracts, including contract preparation, documentation, execution, variation management and compliance monitoring.
- Develop, review and maintain contract documentation to ensure clarity of scope, performance requirements and alignment with council standards, policies and legislative obligations.
- Undertake regular and systematic site audits of contractor-delivered works to assess compliance with contract specifications, service levels and quality standards.
- Plan, coordinate and deliver cyclical audit and inspection programs to monitor contractor performance and identify risks, non-conformances and opportunities for improvement.
- Prepare accurate and timely reports on contractor performance, audit outcomes and compliance issues, including maintaining records in relevant corporate systems.
- Lead and facilitate progress meetings with contractors, including setting agendas, reviewing performance metrics, addressing issues and agreeing on improvement actions.
- Monitor contract performance against key performance indicators and service standards, ensuring corrective actions are implemented where required.
- Provide contract administration support and advice to the Team Leader Assets, ensuring consistent application of processes and governance frameworks.
- Maintain effective working relationships with contractors and internal stakeholders to support efficient contract delivery and continuous improvement in service outcomes.

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
• Strong knowledge of contract administration principles, including contract preparation, interpretation, performance monitoring, variations and compliance management within a regulated environment. • Demonstrated experience managing service-based contracts, preferably in parks, grounds maintenance or natural areas maintenance. • Sound understanding of contractor supervision practices, including conducting site inspections, audits and quality assurance against specifications and service standards. • Experience in planning and delivering cyclical audit and inspection programs, and identifying, documenting and resolving non-conformances. • Proven ability to prepare accurate and concise reports, including audit findings, performance reports and monthly contract summaries. • Experience coordinating and facilitating contractor meetings, including performance reviews and issue resolution. • Working knowledge of procurement and governance frameworks relevant to local government or public sector environments. • Understanding of relevant Queensland legislation and standards applicable to contract delivery, including work health and safety and environmental requirements. • Ability to interpret technical documents, specifications and service schedules related to parks and natural areas maintenance. • Experience maintaining accurate records and using contract management and/or asset management systems. • Demonstrated experience in contract administration, including contract preparation, performance monitoring and compliance management.

Qualifications
• Diploma or Cert IV in a relevant field such as Horticulture, Project Management or Conservation and Eco system management. • Current Queensland "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.