

Technical Officer – Roads Delivery

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	Moreton Bay Regional Council Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

To provide technical and administrative support for the delivery of Council's road maintenance and renewal programs. The position assists with procurement, contract administration, project coordination, reporting and contractor management activities to support the effective delivery of infrastructure services for the benefit of Council and the community

Key Responsibilities and Outcomes

As a Technical Officer – Roads Delivery and member of the Civil Services Department you will:

- Provide technical and administrative support for Council's road maintenance and renewal programs.
- Undertake procurement, contract administration and documentation activities associated with infrastructure maintenance works.
- Review contractor quality assurance documentation, work submissions and project records for compliance with contract requirements.
- Coordinate and monitor contractor performance, including quality, safety, environmental and scheduling outcomes.
- Undertake site inspections and audits of works to verify compliance with approved specifications and standards.
- Maintain accurate project records and provide regular reporting on infrastructure program and contract delivery, including financial forecasting, scheduling and performance monitoring through Council's project management systems.
- Liaise with contractors, consultants, service authorities and internal stakeholders to facilitate the delivery of infrastructure works.
- Contribute to the continuous improvement of asset, contract and program management processes.

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

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

Knowledge & Experience

- Sound knowledge of road maintenance, resurfacing and rehabilitation practices, with the ability to apply practical solutions to technical issues.
- Demonstrated experience in coordinating infrastructure programs, contracts and projects while managing competing priorities and deadlines.
- Well-developed written and verbal communication skills, including the preparation of reports and stakeholder liaison.
- Proven ability to build and maintain effective relationships with internal and external stakeholders.
- Demonstrated ability to work collaboratively within a multidisciplinary team environment.
- Experience in procurement, contract administration and contractor management for infrastructure maintenance and renewal works.
- Ability to maintain accurate project records and provide reporting on program delivery, including forecasting and scheduling.
- Sound understanding of workplace health and safety requirements and contract compliance monitoring.

Qualifications

- Certificate III or IV in Civil Construction, Project Management, Asset Management or a related discipline, or equivalent relevant experience in infrastructure maintenance, project coordination or contract administration.
- General Construction Induction Training (White Card).
- Current Class C Driver's Licence.