

**LOGAN CITY COUNCIL**  
***POSITION DESCRIPTION***

**POSITION TITLE:** Technical Officer - Strategic Infrastructure **DATE AUTHORISED:**

**POSITION NO.:** 18811

**STREAM:** Community & Customer Services

**BRANCH:** Logan Water

**AWARD STREAM:** Technical Services **DATE REVIEWED:**

**LEVEL:** 3/4/5 03/06/09

**BROADBAND CRITERIA:** In accordance with extent of Authority and Selection Criteria

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**POSITION OBJECTIVE:**

To provide professional technical and administrative assistance to the Strategic Infrastructure Engineers in the efficient and effective provision and optimisation of technical support systems. Provide these services in relation to Council's Water Supply and Sewerage infrastructure systems, based on commercially and environmentally sustainable objectives and procedures, ensuring that regulatory and customer/stakeholder expectations are achieved.

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**ORGANISATIONAL ENVIRONMENT:**

Logan City Council is committed to developing Logan as "a City of opportunities for Families, Lifestyle and Business". Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

**OUR VALUES:**

**OUR VALUES**

**Service Excellence**

We will treat our customers and colleagues with respect and fairness.  
We encourage fun, teamwork and loyalty.  
We will pursue continuous improvement in our service delivery.

**Trust and Integrity**

We behave with integrity and professionalism at all times.  
We are trusted to exercise initiative and value new ideas.

**Achievement**

We serve our community and our colleagues to the best of our ability.  
We recognise effort, innovation and achievement.

**Responsibility**

We accept responsibility for our actions and behaviour consistent with these values.

**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Water Infrastructure Manager, through the Strategic Infrastructure Engineers.  
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEOs, Managers, Line Supervisors and operational staff  
External Liaison: Members of the public, community organisations, business, government and statutory authorities

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**POSITION TITLE: TECHNICAL OFFICER - STRATEGIC INFRASTRUCTURE**

**CORPORATE RESPONSIBILITIES:**

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

Comply with all workplace health and safety statutes, regulations and prescribed procedures. Commitment to safe work practices instructions and rules. Use of appropriate protective clothing and equipment.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

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**POSITION-SPECIFIC KEY RESPONSIBILITIES:**

Provide assistance with the various phases of infrastructure planning, including water and sewerage network analysis, operational and infrastructure management, investigations, planning report preparation, and collation of information in supporting the Strategic Infrastructure Engineers.

Assist in dealing with issues in the provision of network planning and program development including regular development and review of Master Plans for the water supply and sewerage networks.

Assist in-the provision of financial, specialist, technical, professional and/or administrative advice on various matters related to strategic water planning management.

To assist with the provision of forward planning services for Council-controlled water supply and sewerage infrastructure.

Assist in the preparation towards regulatory planning associated with developments within the City, and, in dealing with Urban Planning/Development issues relating to provision of water supply and sewerage services.

Undertake planning investigations, analysis and ancillary planning projects, including demand analysis and forecasting and derivation of city wide/zone specific per capita consumption data.

Undertake collection, review and reporting of system performance data from the water supply and sewerage systems and provide interpretation and analysis of this data, including the use of collated planning project associated data. Provide advice and report on any new developments beneficial to Logan Water with regard to the ongoing review of existing methods of collecting and collating planning, system performance and data collection information.

Assist (with other staff representatives as appropriate) in Council's land use planning, development and infrastructure services.

Promote cooperation and coordination of projects being undertaken by Council, other local authorities and government departments.

Undertake assessment of proposed works submissions in relation to the identification of the potential for conflict with existing and proposed water supply and sewerage assets of Logan Water. Respond to correspondence or direct enquiries/complaints from customers, other organisations and statutory bodies.

Carry out other duties within the bounds of the level of responsibility of this position, as may from time to time be directed or delegated by the Water Infrastructure Manager or nominee.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

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**POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: Nil**

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**POSITION TITLE: TECHNICAL OFFICER - STRATEGIC INFRASTRUCTURE  
DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register

The Technical Officer Strategic Infrastructure is accountable to the Water Infrastructure Manager in respect of the following matters:

- The attainment of objectives as set for the Technical Officer Strategic Infrastructure.
  - The effective and efficient performance of the responsibilities of the position of Technical Officer Strategic Infrastructure.
  - The effective and efficient utilisation of project-related resources as allocated under the level of responsibility for this position
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**EXTENT OF AUTHORITY:**

At Level 3 this position receives direct supervision from the Strategic Infrastructure Engineer (and relevant higher authority).

At Level 4 this position receives general supervision from the Strategic Infrastructure Engineer (and relevant higher authority).

At Level 5 this position receives general direction from the Strategic Infrastructure Engineer (and relevant higher authority).

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**SELECTION CRITERIA:**

**Level 3**

1. Some experience in any of the following areas:
  - Water and wastewater infrastructure planning and design,
  - Construction,
  - Management,
  - Operation and maintenance.
2. Possession of a relevant Diploma would be an advantage.
3. Basic skills in the use of Microsoft Access, Excel and Word software and computer-aided drafting applications, with some experience in the use of computerised and geographic information systems.
4. Developing knowledge of the processes of the land development and building activities and how these interface with water supply and sewerage systems. Knowledge of the legislation, standards and policies relevant to water supply and sewerage planning would be an advantage.
5. Basic knowledge and understanding of water supply and sewerage network planning, operations and/or construction.
6. Demonstrated competency in both oral and written communication skills, and sound organisational skills to be able to complete work within specified timeframes and with a quality focus.
7. Be self-motivated and able to work under direct supervision within bounds of allocated responsibility.

**Level 4**

1. Demonstrated experience in any of the following areas:
  - Water and wastewater infrastructure planning and design,
  - Construction,
  - Management,
  - Operation and maintenance.
2. Possession of a relevant Diploma.
3. Demonstrated skills in the use of Microsoft Access, Excel and Word software and computer-aided drafting applications and sound experience of the use of computerised and geographic information systems.
4. Demonstrated working knowledge of the processes of the land development and building activities and how these interface with water supply and sewerage systems. Knowledge of the legislation, standards and policies relevant to water supply and sewerage planning would be an advantage.
5. Knowledge and understanding of water supply and sewerage network planning, operations and/or construction.
6. Competency in both oral and written communication skills, and sound organisational skills to be able to complete work within specified timeframes and with a quality focus.
7. Be self-motivated and demonstrate ability to work under general supervision, and possess ability to make prompt and reliable decisions within bounds of allocated responsibility.

**Level 5**

1. Demonstrated sound experience in any of the following areas:
  - Water and wastewater infrastructure planning and design,
  - Construction,
  - Management,
  - Operation and maintenance.
2. Possession of a relevant Degree.

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3. Demonstrated skills in the use of Microsoft Access, Excel and Word software and computer-aided drafting applications and sound experience of the use of computerised and geographic information systems.
4. Demonstrated sound knowledge of the processes of the land development and building activities and how these interface with water supply and sewerage systems. Knowledge of the legislation, standards and policies relevant to water supply and sewerage planning would be an advantage.
5. Sound knowledge and understanding of water supply and sewerage network planning, operations and/or construction.
6. Advanced competency in both oral and written communication skills, and sound organisational skills to be able to complete work within specified timeframes and with a quality focus.
7. Be self-motivated and demonstrate ability to work under limited supervision, and possess ability to make prompt and reliable decisions within bounds of allocated responsibility.

**REQUIREMENTS:**

- Possess a current Queensland "A" class (old) or "C" class (new) driver's licence.
  - Note that shortlisted applicants may be required to undergo appropriate literacy and numeracy tests.
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**POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.