



POSITION	Technical Services Administration Officer
REPORTS TO	Utilities Manager, Transport Manager & Consultant Health and Building Services
EMPLOYMENT BASIS	Full Time
BAND/LEVEL	Band 2, Level 1,
GRADE	Grade 5a-6, Steps 1-4
DATE REVISED	April 2024

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Shire Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To provide efficient and effective delivery of administrative services, including data preparation, compilation and control of designs, plans, specifications, works proposal submissions and Technical Services tender documents.


Manage customer service requirements for Council's Technical Services Department and assist Management with the co-ordination of deliverable work activities.

Council Values

Council's values of honesty and integrity, mutual respect and reliance, equity and fair dealings, accountability for actions and community expectations under resource constraints guide the decisions, actions and conduct of all employees.

Core Accountabilities

- Provide high level of customer service to Council's internal and external customers in a positive and professional manner.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.
- Administrative support to the Technical Services Department (including routine correspondence, reports, minute taking, advertising, maintenance of Technical Services policies & guidelines).
- Maintenance of Records and Councils databases pertaining to the Technical Services unit as required.
- Maintain monthly KPI's on behalf of the Engineering Department.
- Assist with various reports / returns (ie: Transport for NSW reporting, annual report).
- Responding to telephone enquiries from internal and external customers in very timely and pleasant manner.
- Any other duties assigned within the skills and experience of the incumbent.
- Update and maintenance of the Councils Companion Animals Registry.
- Issuing of companion animal registration reminders and notices.

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- Complete 149 certificates, drainage diagram and outstanding notices requests.
 - Assist with the Tender process.
 - Assist store person and workshop supervisor.
 - Run day to day task for Councils Store when store person is unavailable.
 - Record and maintain Plant usage in Practical.
 - Assist supervisors with timesheets.
 - Organise Plant registration, insurance and RMS inspections and provide ongoing Fleet Management assistance to the Transport Manager.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager/Supervisor, which are within his/her skills, competence and training.

The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.





Essential Criteria

- Certificate III or IV in Business Administration with a minimum 3 years' experience in office administration or equivalent experience demonstrating the ability to provide quality administrative support to Managerial staff.
- Class 'C' Licence.
- Demonstrated ability to work in a team environment and able to work autonomously.
- Demonstrated ability to provide excellent customer service to internal and external customers.
- Demonstrated ability to use computer software, Microsoft Office and computer based regulatory and compliance reporting systems.
- Ability to organise and prioritise tasks.
- Basic Knowledge of record keeping.
- Excellent verbal and written communication skills.
- General Construction Induction Card.

Desirable Criteria

1. Demonstrated Local Government experience incorporating a broad knowledge of Council practices and services.
2. White-Card

Position Capabilities

CAPABILITY GROUP	CAPABILITY DESCRIPTION	LEVEL
 PERSONAL ATTRIBUTES	BE ACCOUNTABLE FOR INVESTING IN OWN GROWTH, ACTING WITH INTEGRITY AND DISPLAYING RESILIENCE.	ADEPT
 RELATIONSHIPS	BE RESPECTFUL, INCLUSIVE AND COLLABORATIVE IN ENGAGING WITH OTHERS TO ADDRESS ISSUES AND DELIVER FOR THE COMMUNITY.	ADEPT
 RESULTS	BE PLANNED AND RESPONSIVE TO ORGANISATIONAL PRIORITIES AND DEVELOP PRAGMATIC SOLUTIONS TO DELIVER QUALITY OUTCOMES.	ADEPT
 RESOURCES	BE EFFICIENT, EFFECTIVE AND COMPLIANT IN THE MANAGEMENT AND USE OF ASSETS, FINANCE AND CONTRACTS.	ADPET

Date:

Agreed:

Employee Name

Employee Signature