



## Position Description

<b>Position Title</b>	Technical Services Administration Trainee
<b>Directorate</b>	Sustainable Development and Infrastructure
<b>Level</b>	Level 1
<b>Reports to</b>	Coordinator Technical Services
<b>Directly responsible for</b>	N/A
<b>Primary Location</b>	Margaret River Works Depot
<b>Delegation</b>	N/A
<b>Position No. &amp; version</b>	PAR05

### Position Overview

- Assist the Technical Services team by providing administration duties, assisting Technical Officers and Projects team in Technical Services.
- Contribute to the ongoing engineering, design and procurement, review and implementation at the Shire.
- Assist the technical services team with their duties, including file management, technical inspections, reports, meeting minutes, work orders, stakeholder engagement and contractor relationship.
- Use the Shire's databases, finance and asset management systems, GIS maps, Microsoft Office suite, and records system.
- Contribute to the preparation of project documentation, tender documents and council reports.
- Assist with the Project Management of minor projects, including the coordination of contractors and employees to oversee quality of works are completed within budgets and timeframes.

### Position Responsibilities

Key functions	Specific duties	% Time
Administration	<ul style="list-style-type: none"> <li>• Provide confidential and administrative support to Technical Officers, the Coordinator of Technical Services and Manager of Waste and Major Projects.</li> <li>• Assist with development, review and implementation of administrative systems, Shire policies and procedures within Technical Services.</li> <li>• Assist with the coordination of meetings, agendas and minutes.</li> <li>• Assist with the response to customer service requests to resolve issues providing information regarding policies, procedures and standards.</li> <li>• Assist the Senior Technical Officer of Parks and Gardens with reports, record keeping, work orders, subdivision and development admin, inspections and programmes.</li> </ul>	45%

Technical Services	<ul style="list-style-type: none"> <li>• Contribute to infrastructure asset condition assessments with Technical Officers.</li> <li>• Contribute to the review of engineering design and participate in design development of road and drainage infrastructure.</li> <li>• Assist with the investigation of technical requests</li> <li>• Monitor the quality of work to ensure best practices and standards are adhered to.</li> </ul>	20%
Project Management	<ul style="list-style-type: none"> <li>• Assist Project Managers and Project Administration Officer as required.</li> <li>• Aid Project Managers and Engineers in preparing communications to stakeholders on all infrastructure asset matters including project/condition updates, problem solving and approval requests.</li> <li>• Assist with internal and external community engagement for renewal and upgrade projects, as required.</li> <li>• Assist with pre-start and toolbox meetings for projects, including online and on-site inductions contractors and compliance suitability checks.</li> </ul>	20%
Human Resources/WHS	<ul style="list-style-type: none"> <li>• Maintain annual leave calendar for technical services.</li> <li>• Assist with organising training for Technical Services team members and contractors as required.</li> <li>• Source and order PPE for the Technical Services team.</li> <li>• Assist with arrangement of workplace functions.</li> </ul>	10%
Finance and Procurement	<ul style="list-style-type: none"> <li>• Assist with the financial estimates for works including monitoring and reporting of the financial activities of these projects.</li> <li>• Liaise with Finance regarding creditor and account management.</li> </ul>	5%

## Position Requirements

### Essential

- Reside within the Shire of Augusta Margaret River.
- Progression towards successful completion of Year 12.
- Good written and verbal communication skills.
- Basic understanding of Microsoft Office and its core applications (Outlook, Word, Excel).
- Current 'C' or 'CA' class drivers' licence or significant progression towards.
- Demonstrated ability to successfully work within a team and promote a positive team environment.
- Basic numeracy skills to provide information and advice to other employees and higher-level staff.
- Have the ability to work under routine (general) supervision and to follow instructions.
- A willingness to undertake associated training, in particular Certificate III or Certificate IV Business Administration.

### Desirable

- Experience or interest in technical drawing or STEM study.
- Construction White Card.
- An understanding of the importance of safety in the workplace.
- Knowledge of Council's functions.

## Key Relationships

Internal	External
Manager Waste and Major Projects Technical Services Officers. Coordinator Technical Services. Project Management and Project Administration Officers. Surveyors, Design Officers and Engineers. Communications Department. Planning and Assets Department - Subdivisions. Environmental Officers – Sustainability. Operations Department – Works Supervisors. Bushfire Mitigation Officers	General Public Community members and groups Contractors and material suppliers

## The Way We Do Things

Respect



Integrity



Community



Excellence



## Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date