

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Administration Officer (Engineering Services)
DEPARTMENT	Engineering Services
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 1 – 2
REPORTS TO	Director of Engineering Services
DELEGATIONS	As per Council's Delegation of Authority register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

POSITION OBJECTIVE / OVERVIEW

To provide efficient and effective administrative assistance to Council's Engineering Services department to ensure the objectives of the Corporate and Operational Plans are met.

KEY ACCOUNTABILITIES / DUTIES

1. General administration for the Engineering, Works and Technical Services sections;
2. Assist with preparation of Quotation and Tendering materials, and documents including assessment data entry;
3. Checking & collation of staff time sheets;
4. Prepare works meetings agendas & minutes;
5. Act as Depot visitor point of check in;
6. Prepare recoverable works claims, forward lists of works, forecasts and claims;
7. Collate and reconcile Contractors invoices for payment;
8. Develop works orders and monitor completion timeframes;
9. Assist the Workshop and Works Supervisors with procurement and documentation; and
10. Assist with RMPC claims and documentation.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Successful completion of Year 12 or equivalent;
- Computer literacy with Microsoft Office suite of programs and software solutions specific to the team's core business;
- Competent communication and report writing skills;
- Current Queensland 'C' Class Driver's Licence; and
- Current General Construction Induction Card.

Desirable

- Twelve (12) months experience in an administration support role;
- Local Government Industry experience; and

- Prior experience in cost reporting, budgets, financial reconciliation and record keeping.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /