

Position Description

Technical Coordinator

Band 4

Enterprise Bargaining Agreement

Works & Infrastructure

Triabunna based

August 2025



PRIMARY OBJECTIVE

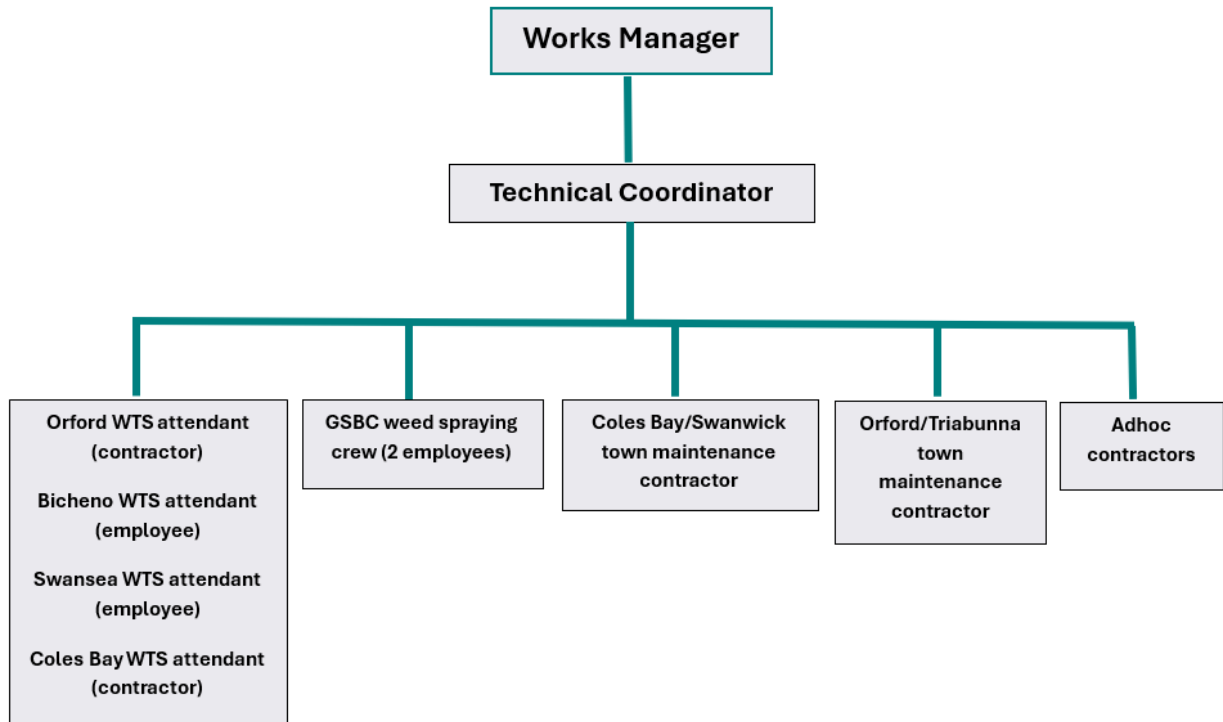
Provide safe and efficient coordination to the works staff on a job by job basis. Work as part of the Works leadership team involving the Works Manager and Team Leaders across disciplines and geographic areas, to determine routine maintenance and capital works requirements as it relates to council's infrastructure and services (roads, bridges, drainage, parks/reserves, cemeteries, waste management, boat ramps and similar). The Technical Coordinator is also required to assist with emergency response as needed.

The Technical coordinator assists the Works Manager and Team Leaders in the safe performance and execution of all outside staff work scopes across the municipality as required.

ORGANISATIONAL RELATIONSHIPS

Position reports to the Works Manager.

Direct Reports



KEY ACCOUNTABILITIES/CHALLENGES

- Ensuring a continued and consistent focus on Workplace Health and Safety (WHS) and continuous improvement within the workplace. Continually monitoring work site WHS to ensure a safe and compliant workplace for employees and public.
- Provide on the job mentoring/coaching to employees of the same or lower levels.
- Ensure safe work practices remain the first priority while also meeting the time and budget expectations of all outputs.
- Remaining abreast of technical practices, changes and trends to deliver sound technical guidance and instruction.
- Good communication and negotiation skills to resolve issues/queries with staff, contractors and the public.
- Lead by example and participate in performance management when required.
- Documentation accuracy and management
- Participate in the on-call roster to coordinate out-of-hours callouts
- Ensure all deliverables are met in a timely manner.

- Resolving issues and/or queries raised by residents and the general public, when needed.
- Plan and co-ordinate required resources and items for approved community events and festivals.

PRIMARY RESPONSIBILITIES

The Technical Coordinator works across construction and maintenance in rural and urban settings. These include, but are not limited to, road/footpath networks, bridges and drainage, or work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters, waste transfer stations, boat ramps and public furniture, and non-household waste.

The Technical Coordinator is also responsible to:

- Develop resource plans to achieve work schedules.
- Provide on the job technical leadership, instruction, and lead problem solving to ensure outcomes are achieved within approved or revised budgets and timeframes.
- Complete project/task deliverables checklist for leads and/or contractors as needed including work pack documentation, materials and resources.
- Develop capital project estimates and capital construction checklists for review and approval.
- Assist the Works Manager in scoping tender requirements for resourcing of jobs, and assist in selection of suppliers and service providers to deliver on Council requirements.
- As part of the Works leadership team build and promote a safety culture in the workplace particularly as it relates to operational safe work practices and methods.
- Sourcing and engaging fit for purpose contractors as needed.
- Ordering of materials and equipment as needed for routine and capital tasks.
- Assist the Works Manager with capital works scope development
- Support investigations as it may relate to continuous improvement.

- Assist Council in crisis and emergency management as determined by the Emergency Management Coordinator.
- Assist the Works Manager with information for performance management reviews
- Assist the Works Manager with information pertaining to customer complaints or in resolving customer works requests.
- Ensure that Council safe systems of work (policy, processes, work instructions, reporting processes) are adhered to and actively utilised on jobs. Ensure SWMS are onsite for high risk tasks.
- Provide onsite support to, and work with, outdoor staff when required, and report to respective lead during these tasks.
- Actively participate, and provide constructive input, into pre-start, toolbox, and associated meetings, as required.
- Road (sealed and unsealed), footpath, walking track, playground, and reserves, surveys and inspections as needed
- First point of contact for waste transfer station attendants and Glamorgan Spring Bay Council weed spraying crew.
- Participate in required meetings such as, but not limited to, Works and Infrastructure leadership meetings
- Other duties as required.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff. Participate in SWMS, Risk assessment and procedural reviews if required.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

- Maintain a positive team environment, having constructive input and listening to other opinions/feedback to achieve best outcomes.
- Act in a professional and courteous manner within the community.
- Follow directions/instructions from Works Manager. If a WHS issue is identified in executing the direction/instruction given, the Technical Coordinator is to clearly communicate to Works Manager the issue and have input to a solution.
- Reporting immediately to the Works Manager, all incidents (injuries, asset damage, and environmental damage) that have occurred. Reporting of near misses to the Works Manager before close of business the day of the near miss.
- Maintain good housekeeping of plant and vehicles and GSBC assets including buildings.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A Certificate III in Civil Construction qualification or an equivalent combination of training and experience in construction, civil engineering, project management or similar.
2. Experience in the civil construction and maintenance field such as roads, drainage, bridge and public spaces/facilities.
3. Evidence of practical technical skills and abilities in the engineering and construction field to problem solve at both a basic and intermediate level.
4. Past leadership positions including accountability for staff and external contractors in construction fields.
5. Ability to make onsite decisions to solve problems as it relates to routine maintenance and capital projects.
6. An ability to contribute to grant applications, budget preparation and reporting against project milestones and general work outputs.
7. Experience in reading plans and specifications.

8. Well-developed communication skills including the capacity to communicate in person, in written form and a willingness to participate in negotiations and lead resolutions of conflict.
9. Certificates and competencies in operating various plant i.e. excavator, loader, backhoe, roller, and associated equipment.
10. A construction card (White card) and first aid certificate.
11. A current medium rigid driver's licence and a commitment to maintaining this.
12. Intermediate computer skills in Microsoft Word, Excel, Outlook and Power Point.