



### POSITION DESCRIPTION

**Title** : **QUANTITY SURVEYOR/PROJECT OFFICER**

**Section** : **PROJECTS**

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#### 1. POSITION IDENTIFICATION

**Title:** QUANTITY SURVEYOR/PROJECT OFFICER

**Classification:** Contract

**Section:** Projects

#### 2. POSITION OBJECTIVES

- Working with the Executive Team in delivery of projects to achieve desired outcomes.
- Assist to undertake the delivery of the Shire's current and future portfolio of projects.
- Work in conjunction with contractors, as required.
- Liaise with internal and external stakeholders as required in relation to projects.
- Provide sound and qualified technical advice relevant to discipline.
- Comply with all relevant discipline legislation, regulations and standards.
- Follow and comply with all Occupational Health and Safety policies and procedures to ensure personal safety and the safety of others is maintained at all times by reporting of unsafe practices or hazards to supervisors or OSH Representatives.
- Undertake other duties as required.

### **3. REQUIREMENTS OF THE POSITION**

#### **Essential**

- Minimum 2 years recent related experience in a Quantity Surveying Role.
- Proven experience in oversight and delivery of projects.
- Strong written and verbal communication skills
- Proven client and consultant interaction experience
- Excellent time management and the ability to work to strict deadlines
- Proactive, problem solver and ability to work autonomously.
- Sound understanding of Occupational Health and Safety Regulations to ensure the safe operation of plant and equipment associated with construction activities.
- Possess a valid and current "C" class licence Western Australian motor vehicle driver's licence.
- Pass a pre-employment medical and drug screen.

#### **Desirable**

### **4. KEY DUTIES AND RESPONSIBILITIES**

- Cost estimating and project cost planning
- Measurements of Bills and Quantities;
- Tracking progress and reporting on progress against project timeline and budget
- Working closely with the Executive Team in the delivery of identified projects.
- Any other duties as directed by the CEO.

### **5. GENERAL ACCOUNTABILITIES OF THE POSITION**

#### **Occupational Health and Safety**

- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions. (S. 33 OSH Act).
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace

- One manager and one supervisor will participate for a one-year term (rotated annually) on the OSH Committee
- Two additional managers and supervisors can attend the OSH Committee as rostered each month as invited guests
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

### **Customer Service**

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## **6. ORGANISATIONAL RELATIONSHIPS**

<b>Responsible to:</b>	Executive Team
<b>Internal Liaison:</b>	Executive Leadership Team Supervisors/Coordinators and other staff
<b>External Liaison:</b>	Government Agencies and Consultants Contractors Residents and ratepayers

**7. EXTENT OF AUTHORITY**

This position operates within the limits of Council policy and relevant legislation constraints under the supervision of the Chief Executive Officer.

<b>UPDATED :</b>	<b>AUGUST 2024</b>
<b>APPROVED BY :</b>	<b>CHIEF EXECUTIVE OFFICER</b>