

JOB ROLE STATEMENT

TECHNICAL OFFICER – MATERIALS LEVEL 2

DIRECTORATE
BRANCH

CENTRAL AND NORTHERN REGIONS
GOLDFIELDS - ESPERANCE

CATEGORY 1
POSITION NO P0060745

KEY RESPONSIBILITIES

Perform routine field and laboratory testing of road and bridge construction materials. Assist in locating suitable road construction materials.

KEY DELIVERIES

Materials Location and Testing

- Assist in locating and evaluating natural materials for road construction and maintenance, including assistance in arranging 'Notice of Entry' for materials investigation and extraction.
- Perform routine field and laboratory testing of soils, aggregate, concrete and road surfaces in accordance with the relevant test procedures.
- Assist in collating and maintaining records of materials location and characteristics, and of testing.
- Assist in pavement investigations.
- Check, validate and operate field and laboratory instruments and equipment.
- Comply with NATA requirements.

Materials Review and Audit

- Perform routine audit tests and assist in routine procedural audits of internal and external laboratories.
- Assist in the surveillance and audit of consultants and contractors materials activities.

Stakeholder Relationships

- Assist in discussions with landowners with respect to access to materials deposits.
- Liaise with Project and Contract Managers with respect of materials activities.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
MATERIALS MANAGER

LEVEL 5

POSITION NO
P0054240

TECHNICAL OFFICER - MATERIALS LEVEL 2

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages


TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE


- Certificate IV in Laboratory Techniques.
- Qualified to hold a licence in respect of radioactive substances (portable gauges – moisture and/or density).
- Skill, knowledge and experience in:
 - routine geotechnical and civil construction materials testing
 - basic road construction and maintenance materials
 - NATA requirements and quality management principles including auditing
 - interpersonal communication and teamwork
- Knowledge of:
 - occupational safety and health principles and practices related to laboratory and field work
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 29/4/2019
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 13/5/2019
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 13/5/19
MANAGER HR BUSINESS