



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

POSITION DESCRIPTION

Technical Officer - Disaster Recovery Programs (DRFA)

DEPARTMENT:	Engineering
REPORTS TO:	Director of Engineering Services
LOCATION:	Council Depot, Mary Street, Georgetown Qld
DATE PREPARED:	August 2026
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Technical Officer – Disaster Recovery Programs (DRFA).

Signed Position Incumbent:

Dated:

PRIMARY PURPOSE OF ROLE

The Technical Officer - Disaster Recovery Programs plays a critical role in coordinating and supporting the successful delivery of Council's Disaster Recovery Funding Arrangements (DRFA) infrastructure restoration and resilience programs.

Acting as a local interface between Council Project Managers, relevant stakeholders and the Queensland Reconstruction Authority (QRA), the position ensures that recovery works are delivered in accordance with funding guidelines, technical standards, project objectives and Council priorities.

The role provides local knowledge, technical expertise and strategic program support to ensure the unique operational, environmental and community considerations of the Etheridge Shire are incorporated into recovery planning and delivery. The position supports program governance, stakeholder engagement, technical assessment, scope development, reporting, funding compliance and project delivery outcomes.

ENVIRONMENT

Etheridge Shire Council, *The Golden Heart of the Gulf* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

Our new vision for the Shire is one for a ***“balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens”***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place, and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Program Coordination and Delivery

- Support the planning, development and delivery of Council's DRFA-funded infrastructure recovery and resilience programs.
- Act as Council's day to day contact between external Project Managers, QRA representatives and internal stakeholders.
- Ensure projects progress in accordance with approved funding, budgets, timeframes and delivery priorities.
- Assist in identifying delivery risks and implementing mitigation strategies.
- Coordinate information flow between Council, contractors, consultants, project managers and funding agencies.
- Monitor program milestones and provide advice on delivery status, issues and opportunities.

Technical Advisory Services

- Provide technical advice on the restoration and reconstruction of roads, drainage, bridges, flood ways and associated infrastructure assets as required from a local knowledge perspective.
- Review technical designs, scopes of work, estimates, assessments and construction methodologies as required and to support the Project Managers and project deliverables.
- Ensure recovery works align with Council standards, asset management principles and relevant engineering guidelines.
- Incorporate local operational knowledge, environmental considerations and historical asset performance information into project planning and decision-making.
- Assist in the identification and assessment of betterment and resilience opportunities where applicable.

Funding and Compliance

- Support compliance with DRFA guidelines, QRA requirements and applicable state and federal funding conditions.
- Support the coordination of technical documentation required for submissions, approvals, audits and acquittals.
- Contribute to program reporting and performance monitoring.

Quality Assurance and Verification

- Assist with monitoring the quality of flood damage restoration works.
- Verify that completed works are consistent with approved repair scopes, drawings, specifications, and relevant standards.
- Review construction records, survey information, material test results, and inspection records as required.
- Identify defects or non-conforming works and report them to the Project Manager.
- Assist with the verification and close-out of completed restoration work.

Stakeholder Engagement

- Establish and maintain productive relationships with:
 - Queensland Reconstruction Authority (QRA)
 - Queensland Government agencies
 - Consultants and project managers
 - Contractors and service providers as required
 - Council staff
 - Community members and affected stakeholders
- Support the Project Managers and Council Officers at meetings, inspections, workshops and recovery forums.
- Support the facilitation of collaborative decision-making to support efficient program delivery.
- Effectively communicate technical information to both technical and non-technical audiences.

Contract and Project Support

- Support procurement activities and contract administration processes as required.
- Assist in reviewing claims, variations, schedules and project deliverables.
- Monitor contractor and consultant performance against agreed outcomes.
- Participate in site inspections and project verification activities.
- Provide technical recommendations regarding project delivery and acceptance.

Continuous Improvement

- Identify opportunities to improve recovery program delivery, governance and reporting processes.
- Support the development and implementation of recovery frameworks, procedures and lessons learned initiatives.
- Contribute to Council's disaster preparedness, resilience and recovery planning activities.

Working with staff:

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings.

Other responsibilities and duties:

- Always maintain confidentiality regarding matters within the service
- Work in accordance with the Council's Policy and Procedure at all times.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

MINIMUM QUALIFICATIONS AND EXPERIENCE

The Flood Damage Technical Officer shall:

- Have a minimum of **three years' relevant experience** in road construction, civil infrastructure, flood damage assessment, asset management, or a similar field.
- Have demonstrated experience inspecting and assessing damage to roads and civil infrastructure.
- Have sound knowledge of road construction and maintenance practices, including pavement rehabilitation, earthworks, drainage, erosion control, and reinstatement work.
- Have experience working in regional or remote environments, preferably in flood-affected areas.
- Have the ability to interpret engineering drawings, specifications, survey information, and construction documentation.
- Have experience collecting and documenting field data accurately.
- Be competent in the use of GPS, digital inspection systems, Microsoft Office, spreadsheets, and photographic documentation systems.
- Have strong written and verbal communication skills.
- Hold a current driver's licence and be capable of travelling to remote and isolated work locations.

KEY BEHAVIOURS

Integrity:

- Follow through with agreed actions.

Excellent work ethic:

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

Team player

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

Results orientated

- See tasks through to completion.
- Complete tasks within specified time frames.

Commitment to Best Practice

- Follows procedures
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

Position Outcome

- The Technical Officer - Disaster Recovery Programs ensures that Council's disaster recovery infrastructure program is delivered efficiently, compliantly and in accordance with community expectations by providing the technical, local government and stakeholder interface between Council, Project Managers and the Queensland Reconstruction Authority, resulting in improved recovery outcomes and resilient infrastructure for the Etheridge Shire community.

GENERAL INFORMATION AND CONDITIONS

SITE PRESENCE AND TRAVEL

The Flood Damage Technical Officer shall be available to undertake frequent travel to project sites and remote locations as required.

The position may require extended periods of fieldwork, including work in isolated or difficult-to-access areas and travel in four-wheel-drive vehicles.

The Flood Damage Technical Officer shall maintain a high level of site presence during damage assessment and construction activities and shall undertake inspections as required to support the timely delivery and verification of restoration works.

AUTHORITY AND DECISION MAKING

The position is expected to:

- Provide technical advice to management.
- Make recommendations regarding project delivery, scope and program priorities.
- Coordinate directly with project managers on behalf of Council
- Escalate strategic, financial or compliance risks to senior management.

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

Council provided accommodation may be applicable to this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871