



TECHNICAL AND COMPLIANCE OFFICER

Position Description

POSITION DESCRIPTION

1. POSITION DETAILS			
Position:	Technical and Compliance Officer	Position classification:	Local Government Industry Award 2020 Level 5
Directorate:	Regulatory Services	Employment type:	Contract Part-time
Department:	Regulatory Services	Location:	Various
Responsible to:	Contracts and Compliance Coordinator		
Oversight of:	N/A		
Internal and External Liaison:			
Internal	Shire staff and Councillors		
External	Community Contractors Government Agencies		
2. POSITION SUMMARY			
<ul style="list-style-type: none"> • To provide technical and compliance support to Shire of Gnowangerup staff and responsibilities under relevant provisions of key Acts, Regulations and Local Laws. • Assist the Environmental Health Officer with the application and administration of relevant monitoring and testing programs that protect and promote public health and wellbeing standards in the community. • Work independently to monitor performance against environmental health outcomes. 			
3. KEY DUTIES/RESPONSIBILITIES			
<ul style="list-style-type: none"> • Provide technical assistance for mosquito breeding site monitoring and baiting programs as directed by the Environmental Health Officer • Inspect the Shire of Gnowangerup's airport as an Aerodrome Reporting Officer to ensure statutory compliance • Undertake routine water sampling under direction of the Environmental Health Officer • Undertake site assessments and liaise with the public on relevant local health and amenity compliance matters • Assist the Shire's regulatory services team by responding to customer requests, including site visits and provide technical information. • Respond to staff requests concerning control of animals. • Assist the Environmental Health Officer in undertaking feral animal and pest management activities. • Assist the Environmental Health Officer in the administration of relevant public and environmental health, food, water and wastewater safety, programs. • Maintain accurate records, databases, registers, and electronic information systems. 			
4. POSITION REQUIREMENTS			
<i>Essential</i>			
<ul style="list-style-type: none"> • Minimum C Class drivers Licence • Ability to work independently with minimal supervision and report on work output • Manage time effectively with initiative to solve problems. • Satisfactory communication and interpersonal skills (written and verbal). • High level of honesty, reliability, and punctuality. 			

Desirable

- Certificate III in Aviation (Aerodrome Operations) or ARO Skill Set.
- Comfortable working with animals.

5. EXTENT OF AUTHORITY

- The extent of authority for the position is in accordance with Council policies, procedures and delegations.
- Work outcomes monitored, and role subject to key performance indicators

6. WORK HEALTH AND SAFETY

- Work with care for own health and safety and that of others
- Participate in development of safe work procedures
- Participate in training
- Use equipment properly and report any faults or damage
- Use personal protective equipment as directed
- Report hazard and incidents to Manager
- Follow all reasonable policies and procedures

Approved by the Chief Executive Officer

Date: ____ / ____ / _____