

## JOB DESCRIPTION

**Title: Senior Engineer – Local Government (AUS-SPEC)**

<b>1 Primary Function</b> Assisting in the editorial and maintenance process of AUS-SPEC specifications. Preparation of technical information on topics including design, detail, construction, sustainability, maintenance and operations of local government infrastructure assets.	
<b>2 Reporting</b> To the AUS-SPEC Manager.	
<b>3 Supervises</b> Not initially responsible for the supervision of others.	
<b>4 Work Performed</b>	
Update and review of existing AUS-SPEC material: <ul style="list-style-type: none"> <li>• Use your experience and technical knowledge to review existing design, construction and maintenance information for the annual update.</li> <li>• Review existing AUS-SPEC Reference documents.</li> <li>• Liaise with external reviewers and other organisation to obtain feedback on AUS-SPEC material.</li> </ul>	Frequency Ongoing.
Monitoring and reviewing regulations and standards from: <ul style="list-style-type: none"> <li>• Standards Australia, some 500 cited.</li> <li>• Other Australian (Austroads, WSAA etc.) and overseas publications, some 500 cited.</li> <li>• Updates to the National Construction Code.</li> </ul>	Ongoing.
Developing material: <ul style="list-style-type: none"> <li>• Research technical topics and new construction techniques.</li> <li>• Prepare reports for publication and presentation.</li> <li>• Develop personal specialist fields of expertise.</li> <li>• Prepare new AUS-SPEC material.</li> <li>• Prepare new generic worksections.</li> </ul>	Project specific.
Production process activities: <ul style="list-style-type: none"> <li>• Participating in the updating of construction information material.</li> <li>• Participate in the production process of construction information material, including proofing and checking.</li> <li>• Maintenance and updating of information for the AUS-SPEC annual update and the library database.</li> </ul>	Quarterly.
<ul style="list-style-type: none"> <li>• Responding to AUS-SPEC subscriber technical queries.</li> <li>• Assist with NATSPEC activities as required.</li> </ul>	Ongoing.
Any other related task assigned (also includes tasks that take less than 5% of the job).	As required/agreed.
<b>5 Measures/Outcomes</b> Relate to team commitment and customer focus and are based on: <ul style="list-style-type: none"> <li>• Ability to work effectively with others.</li> <li>• Quality of project outcomes.</li> <li>• Accuracy and efficiency.</li> <li>• Meeting deadlines.</li> </ul>	