

# TOWN of CLAREMONT Information Pack



<b>Position</b>	<b>Engineering Technical Officer</b>
<b>Salary</b>	<b>\$95,260 - \$100,464 per annum (depending on skills and experience) Plus 15% superannuation, eligible for RDO.</b>

The Town is seeking an experienced Engineering Officer to provide technical support for the planning and design of infrastructure and civil works projects for the Town. The role will work closely and report directly to the Manager of Assets and Design. The key responsibilities of the position include:

- Preparation of design drawings, plans, and calculations for the capital works program.
- Assisting with preparing detailed reports and recommendations on design and project issues.
- Ability to interpret and apply relevant legislation, standards, and engineering codes.
- Providing technical input into the development of asset management plans.
- Providing engineering advice and support to the Town's Development Control Unit.
- Undertaking site inspections and audits to verify the condition of Town assets.
- Updating the Town's asset register following inspections and completion of projects.
- Compliance inspections for building site and crossover bond refunds.

The successful candidate will have, or be working towards, a qualification in Civil Engineering or Project Management or have demonstrated industry experience. The ideal candidate:

- Will have excellent communication, customer service, and interpersonal skills.
- Demonstrated time management skills, with the ability to manage competing priorities.
- The ability to work independently as well as part of a team.

**Applications close 13 October at 5 pm.** The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was ranked Number 1 local government from the MARKYT Community Scorecard, as voted by their community in the 2023/24.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Please direct all enquiries to the HR team (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.



## Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter is required and should demonstrate your suitability for the position.

### Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **[toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au)**

Alternatively, applications may be mailed to:

Town of Claremont  
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2–3 weeks, please consider your application unsuccessful.





# TOWN of CLAREMONT Employee Benefits



## Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



## Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

