

POSITION DESCRIPTION

Position Title:	Engineering Technical Officer
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 9
Directly reports to:	Manager Design and Construction
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

The role provides technical support for the planning, design, investigation, and delivery of infrastructure and civil works projects for the Town. The role assists in ensuring the effective and efficient implementation of public realm and asset management programs, including roads, drainage, footpaths, buildings, parks, natural areas and river foreshores.

Objective 1: Engineering Design

- Prepare design drawings, plans, and calculations, including schedules of quantities for project cost estimates. for the construction of public realm infrastructure for the Town's capital works program.
- Develop and coordinate design and drafting standards in consultation with internal stakeholders.
- Assist in establishing CAD standards for the team.
- Collate and maintain drawing records, including the drawing index system.
- Ensure all technical documentation meets appropriate specifications and standards.
- Assist with preparing detailed reports and recommendations on design and project issues.
- Contribute towards preparation of relevant project reporting and monitoring documentation.
- Assist with monitoring and reviewing the budget expenditure and phasing of projects.
- Contribute towards the coordination and implementation of civil projects including, but not limited to, black spot, local traffic management, major road construction, drainage, etc.

Objective 2: Asset Management

- Conduct regular site inspections and audits to verify the condition, location, and key attributes of Town assets (e.g., footpaths, drainage pits, street furniture, parks infrastructure).
- Accurately update the Town's asset register and databases with new information collected from inspections and completed projects.
- Assist in the capitalisation of new assets constructed as part of the Town's Capital Works Program, ensuring all details are correctly recorded for financial reporting.
- Provide technical input into the development of asset management plans, contributing data on asset condition, remaining useful life, and maintenance needs.
- Assist in the prioritisation of infrastructure maintenance and renewal works based on data-driven condition assessments and risk profiles.
- Assist with funding applications.
- Assist with the review of Asset Management Plans by incorporating census data and relevant Corporate Business Plan priorities.

Objective 3: Administration & Technical Support

- Undertake and carry out site inspections and field investigations of proposed and existing works, including field measurements, and document all relevant information.
- Liaise with internal and external employees, government authorities, and consultants to determine works impact.
- Provide engineering advice and support to the Town's Development Control Unit in accordance with relevant policies and standards.
- Assist with the review and assessment of crossover applications, ensuring compliance with the Town's policies, engineering standards, and relevant regulations.
- Provide service to internal and external customers and respond to inquiries about civil infrastructure, traffic management, and parking issues.
- Develop and retain knowledge of policies, current best practices, and challenges in public realm design.
- Assist the Manager Assets and Design with annual budget preparation.
- Assist undertaking compliance inspections for building site and crossover bond refunds.

Objective 4: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote the Town's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Tertiary qualification, Associate Diploma, or working towards a qualification in Civil Engineering or Project Management and/or demonstrated practical experience in a civil engineering environment.
- Demonstrated ability to develop and review design plans and drawings using CAD software (e.g., AutoCAD Civil 3D), and the capacity to interpret and apply relevant legislation, standards, and engineering codes.
- Demonstrated knowledge of public realm infrastructure, including roads, drainage, footpaths and parks.
- Demonstrated ability to solve complex technical problems and negotiate with and influence stakeholders through specialised advice.
- Excellent communication, customer service, and interpersonal skills, including the ability to prepare and present information for various audiences.
- Demonstrated organisational and time management skills, with the ability to manage competing priorities and deadlines.
- Proficiency in the Microsoft Office suite of applications, including Word, Excel, and Outlook.
- Valid driver's licence.

Desirable

- Proven experience in a similar position in a local government environment.
- Experience in coordinating contractors and managing work programs.
- Experience in reviewing and processing development or works applications (e.g., crossover applications).

- Practical skills in record keeping and financial tracking related to civil projects.
- A strong commitment to continuous learning and professional development.
- White Card

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide and maintain a Police Clearance (at employee cost).
- Provide and maintain evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval

Signature

Date

Employee

Signature

Date