



# Senior Technical Officer Application Pack

February 2025

**Celebrating our diversity**



# Senior Technical Officer – F250031

\$95,954 base per annum (plus entitlements)

## The Position

The Shire of Manjimup is seeking a motivated and results driven civil engineer / surveyor to join our Technical Services team. Reporting to the Manager Technical Services, this role provides expert support to the Works and Services Directorate in areas of road, drainage, municipal assets, surveying, designing, drafting and estimating services for various municipal engineering functions of the Shire of Manjimup. This role is responsible for:

- Managing and updating Councils asset registers for the Technical Services Department.
- Coordinating and supervising capital works projects and calling of tenders and quotations as directed by Manager Technical Services.
- Providing advice to the general public, developers and public utility authorities on matters relating to Technical Services.
- Undertaking drafting, inspection and estimating services for various municipal engineering functions of the Shire of Manjimup.
- Assisting Manager Technical Services to ensure effective coordination of all activities within the Technical Services Department.
- Liaising with the Manager Technical Services, Manager Works and other Departments on engineering related matters.
- Liaising with the Manager Technical Services to carry out detailed designs and reports.
- Undertaking survey and providing design.

## Selection Criteria

To be successful in this role you will need:

1. Relevant degree (Civil Engineering, Surveying or similar).
  2. Demonstrated experience in Civil/Municipal engineering design & construction techniques.
  3. Strong analytical skills and the ability to interpret raw data.
  4. Project Management experience, with demonstrated experience in successfully supervising projects from inception to completion.
  5. Developed in the use of ROMAN/RAMM or similar asset management software.
  6. Developed skills in computer-aided drafting techniques including MAGNET Office and AutoCAD.
  7. Current C class drivers licence.
1. Local Government experience (Desirable).
  2. Knowledge and experience of asset management practices (Desirable).
  3. Training in Road and Drainage Design and/or Traffic Management Planning (Desirable).

## To Apply

Visit [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au) or at 9771 7777.

**Closing Date: 5.00pm Wednesday, 19 February 2025**

The Shire of Manjimup reserves the right to commence interviews prior to closing date.

# How To Apply

## Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

### 1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

### 2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

### 3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

### 4) Supporting Documents

- Please provide only copies of supporting documents.

## Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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## **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

## Position Description

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### Senior Technical Officer

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Directorate	Works and Services
Department	Technical Services
Reports to	Manager of Technical Services
Direct Reports	Onsite Works Employees
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 7
Primary Location	Shire of Manjimup Works Depot
Position Benefits	Work Mobile, Relocation Expenses

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### Position Objectives

- Manage and update Councils asset registers for the Technical Services Department.
- Coordinate and supervise capital works projects and calling of tenders and quotations as directed by Manager Technical Services.
- Provide advice to the general public, developers and public utility authorities on matters relating to Technical Services.
- Undertake drafting, inspection and estimating services for various municipal engineering functions of the Shire of Manjimup.
- Assist Manager Technical Services to ensure effective coordination of all activities within the Technical Services Department.
- To liaise with the Manager Technical Services, Manager Works and other Departments on Engineering related matters.
- To liaise with the Manager Technical Services to carry out detailed designs and reports.
- Undertake survey and provide design.

### Key Duties and Responsibilities

- Provide design, drafting, inspection and estimating services for various municipal engineering functions including roads, drainage, footpaths, and bridges and parking facilities.
- Undertake survey and setting out of Council jobs, if required.
- Manage the Asset Management activities with regards to roads, drainage, footpaths, bridges and parks and gardens.
- Maintain and update Council's Road Asset Management system, including ROMAN/RAMM and other asset management records.
- Utilise ROMAN/RAMM to provide reports and interpretations on Council current and predicted road conditions.

- Administer, maintain and utilise Councils Geographic Information System (GIS) to provide plans and information for day-to-day operations and interpret information for Council's forward planning operations.
- Assist the Manager Technical Services in preparing applications for State and Commonwealth Government Grants for engineering associated works.
- Supervise, inspect and report on all subdivision works, including liaison with developers and contractors.
- Coordinate and supervise minor capital works projects and the calling of quotes and tenders, as directed by Manager Technical Services.
- Assist in the preparation of budget estimates and work schedules for each of Technical Services and Works Department's approved activities.
- Maintain Council policy pertaining to Technical Services Department operations and procedures.
- Liaise between Technical Services, Works, other Departments of the Council and public.
- In consultation with the Technical Services Manager, prepare and disseminate information to the community and assist in the public relations functions of the Council.
- Co-ordinate the implementation of Council policies and procedures as directed.
- Ensure that designs are provided in accordance with good practice and within budget.
- Ensure that the functions of the Technical Services Department operate within the specified parameters.
- Ensure that the quality of all completed work meets standards required.
- Ensure maintenance of Design Program for continued operation of the construction workforce.
- Ensure that good public relations are maintained within and external to the organisation.
- Other duties as specified by the Manager Technical Services.

### **Physical and Environmental Demands**

- Office and site based; sitting, walking and bending. Some site work year-round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations

### **Extent of Authority**

- Operates under general direction of the Manager Technical Services within established guidelines, procedures and policies of Council.

### **Skills, Knowledge, Experience and Qualifications**

#### Knowledge

- Sound Knowledge of Computer aided drafting techniques, particularly CivilCAD and AutoCAD software packages.
- Knowledge of GIS (ARCVIEW or similar).

- Knowledge of asset management practices.
- Sound Knowledge of civil/municipal engineering design and construction standards and techniques.

#### Skills & Experience

- Developed in the use of ROMAN/RAMM or similar asset management software.
- Developed time management skills.
- Developed verbal and written communication skills.
- Developed skills in computer aided drafting techniques including CivilCAD and AutoCAD.
- Ability to work in a team environment.
- At least 3 years design experience in the field of municipal engineering.
- Demonstrated experience in civil / municipal engineering design and construction techniques.
- Experience in asset management and associated computer programs.
- Experience in survey and setting out of Council jobs as required.

#### Qualifications

- Diploma in Civil Engineering, Surveying or related qualifications (unqualified applicants may be considered, if they have significant experience and are currently attaining qualification).
- Training or Experience in Computer Aided Design, Road and Drainage Design, and Traffic Management Planning.
- First aid certificate.
- Current "C" class drivers' license.
- National Police Clearance.