



# Technical Officer Application Pack

February 2025

**Celebrating our diversity**



## Technical Officer – F250032

\$76,185 base per annum (plus entitlements)

### The Position

The Shire of Manjimup has an opportunity within the Technical Services Team for an innovative and energetic Technical Officer. Your natural ability to foster stakeholder relationships, work autonomously, produce cost effective designs, and the ability to work with a high level of accuracy will place you well for this role.

This role is responsible for providing guidance to the Works and Services Directorate, and the Shire in general, in the areas of Drainage, Surveying, Designing, Drafting, and Estimating services. The Technical Services Team provides guidance to a range of projects and services, with the Shire covering areas including Manjimup, Pemberton, Walpole and Northcliffe.

### Selection Criteria

To be successful in this role you will need:

1. Relevant degree (Civil Engineering, Surveying or similar), or working towards.
2. Demonstrated experience in Civil/Municipal engineering design and construction techniques.
3. Strong analytical skills and the ability to interpret raw data.
4. Self-motivated and the ability to work autonomously, with excellent organisational skills.
5. Knowledge of RAMM or similar asset management software.
6. Developed skills in computer aided drafting techniques.
7. Hold a current "C" class drivers' license.
8. Local Government experience (Desirable).
9. Knowledge and experience of asset management practices (Desirable).
10. Training / Experience in Road and Drainage Design (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

*Benjamin Rose – Chief Executive Officer*  
*Shire of Manjimup*  
*PO Box 1, MANJIMUP WA 6258*

## **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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### 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 4
Primary Location	Shire of Manjimup Works Depot
Position Benefits	Nil

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### Position Objectives

- Provide advice to the public, service agencies and other employees on Council regulations and requirements.
- Provide design, asset data input, evaluation and estimating for various municipal engineering functions of the Shire of Manjimup.
- Report on and recommend operational procedures and requirements.

### Key Duties and Responsibilities

- Liaise between the Technical Services Department, Works and Services, other Departments of the Council and the general public.
- Prepare designs, evaluate and cost construction of Council's roads, drains, bridges, footpaths, cycle ways and parking facilities.
- Assist in the preparation of budget estimates and work schedules for each of Technical Services and Works and Services Department's approved activities.
- Maintain Council policy pertaining to the Technical Services Department operations and procedures.
- Liaise with the public and industry to set Council requirements on road reserve use, clearing and development.
- Inspect private works in progress to ensure compliance with Council requirements.
- Participate in the compilation of the administrative records of the Technical Services Department.
- Liaise with other Council Officers with the planning for the placement of community facilities.
- In consultation with the Manager Technical Services prepare and disseminate information to the community and assist in the public relations functions of the Council.
- Liaise with other Council Officers with the promotion of engineering strategies of the Council to the community and government agencies.
- Co-ordinate the implementation of Council policies and procedures, as directed by the Manager Technical Services.
- Undertake minor survey and setting out of Council jobs if required.

- Utilise Council's pavement management system, RAMM, to provide reports and interpretations on Councils current and predicted road conditions.
- Utilise Councils Geographic Information System (GIS) to provide plans and information for Council's day to day operations and interpret information for Councils forward planning operations.
- 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**

#### Skills & Experience

- Developed time management.
- Developed verbal and written communication skills.
- Computer aided drafting techniques, particularly with AutoCAD software packages.
- 3+ years design or construction experience in the field of civil engineering.
- Experience in roads and drainage design and management.

#### Knowledge

- Knowledge of civil/municipal engineering design and construction techniques.
- Understanding of Engineering processes for competent design of civil works.
- Knowledge in roads and drainage design and management.

#### Qualifications

- Diploma in Civil Engineering or related qualification/experience ideally in a municipal engineering environment.
- Training or experience with road design.
- Training or experience with drainage design.
- Senior First Aid certificate.
- Current "C" class drivers' license.
- National Police Clearance.