



## **INFORMATION PACKAGE**

## **TECHNICAL OFFICER**

**Applications close 4.30pm on Friday, 13 September 2019**



## **TECHNICAL OFFICER**

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Technical Officer;  
*(Note this document contains the essential and desirable selection criteria for the position)*
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact the Shire's Executive Manager Development & Infrastructure, Gilbert Arlandoo on 9761 0800 or via email – [GARlandoo@bridgetown.wa.gov.au](mailto:GARlandoo@bridgetown.wa.gov.au)

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**

## ADVERTISEMENT



### TECHNICAL OFFICER

The Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic, motivated and professional person to the position of Technical Officer.

The position is responsible for the delivery of survey, data collection, design and drafting and technical support for roads, stormwater drainage, car parks, footpath, parks and reserves and other infrastructure related projects. The position provides technical support to the Technical Services Manager in areas of engineering, asset management, traffic management and associated reporting. The position coordinates and manages resources to ensure projects are of a high quality and completed within financial and time parameters. The position requires sound Occupational Health and Safety compliance in design and works practices and monitoring of this.

Conditions of employment will be in accordance with Level 6 of the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. An annual salary of \$69,886 will be offered to the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au) or can be obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm **Friday, 13 September 2019**.

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**



## POSITION DESCRIPTION

1. **Title:** Technical Officer
2. **Level:** Level 6 Local Government Officers (WA) Award Including any applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

### 3. **Position Summary and Objectives**

The position is responsible for the delivery of survey, data collection, design and drafting and technical support for roads, stormwater drainage, car parks, footpath, parks and reserves and other infrastructure related projects. The position provides technical support to the Technical Services Manager in areas of engineering, asset management, traffic management and associated reporting. The position coordinates and manages resources to ensure projects are of a high quality and completed within financial and time parameters. The position requires sound Occupational Health and Safety compliance in design and works practices and monitoring of this.

### 4. **Competencies**

#### 4.1 Knowledge and Skills

- Highly developed public relations and interpersonal skills, self-motivation, and reliability in completing assigned tasks.
- Well-developed time management, organisation, and administration skills.
- Well-developed analytical, investigative, and problem-solving skills.
- Demonstrated commitment to providing superior customer service by the achievement of best practice engineering applications and solution.
- Sound knowledge of surveying and estimating practices and procedures
- Proficiency in the use of computer software including but not limited to MS Word, Excel, and CAD software.
- Familiarity with RAMM and/or GIS.
- Familiarity with traffic counters and the downloading and reporting of traffic data.

- Sound knowledge of road/pavement design and field investigation principles.

#### 4.2 Experience

- Previous experience in road and drainage design in both urban and rural environments.
- Previous experience initiating and managing projects and negotiating with the private sector, government agencies, and the community.
- Experience in the management of Consultants and Contractors.
- Previous experience undertaking detail surveys and setout for construction projects.
- Previous experience in preparing specifications and administering contracts for engineering works.
- Previous experience preparing grant applications and acquittals for infrastructure related projects.

#### 4.3 Qualifications and/or Training

- Qualifications in Civil Engineering and/or Surveying and/or significant experience.
- Current Western Australian 'C' class drivers licence

### 5. **Key Duties/ Responsibilities**

- Efficiently and effectively deliver survey and design services to the Development & Infrastructure division.
- Carry out field inspections, OHS inspections, undertake survey works and collect data for reporting.
- Project Investigation, evaluation, development, and delivery.
- Undertake detail survey, including set out of works, "as-built" surveys of construction activities, as required.
- Undertake computer aided design and drafting of Infrastructure Services related projects.
- Prepare preliminary and final project cost estimates, including Bill of Quantities.
- Prepare correspondence and reports on matters relating to Infrastructure services.
- Evaluate subdivision proposals to ensure compliance with relevant codes and standards and recommend appropriate conditions.
- Undertake site inspections to assess compliance with applied engineering conditions.
- Install and retrieve traffic counter units; collects data for Technical Services Road Inventory and Pavement Management System (RAMM) and produce relevant reports.
- Adhere to and ensure all works are carried out in accordance with the Occupational Health & Safety Act 1984 and Shire policies.
- Perform such other duties as directed by the Technical Services Manager and/or Executive Manager Development & Infrastructure

- Promptly attend to customer needs and enquiries in a courteous and professional manner.

## **6. Organizational Reporting Structure**

- 6.1 Responsible to: Executive Manager Development & Infrastructure  
Technical Services Manager.  
(this position operationally works under the direction of the Technical Services Manager)
- 6.2 Supervision of: N/A
- 6.3 Internal Liaison: All departments
- 6.4 External Liaison: General Public  
Consultants  
Contractors

## **5. Skills/Selection Criteria**

### ***Essential***

- 5.1 Formal qualification and/or significant experience in Civil Engineering and/or Surveying.
- 5.3 Skills in surveying, setting out, designing and drafting.
- 5.2 Sound knowledge of estimating practices and procedures
- 5.5 Highly developed public relations and interpersonal skills, self-motivation, and reliability in completing assigned tasks.
- 5.6 Well-developed time management, organization, and administrative skills.
- 5.9 Proficiency in the use of computer software including but not limited to MS word, Excel and CAD software.
- 5.10 Hold a current unrestricted C-class drivers licence.

### ***Desirable***

- 5.2 Experience working for Local government in a similar position
- 5.4 Working knowledge of the local community

# INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

## **Equal Employment Opportunity:**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

## **Completing your Application:**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*



**Lodging your Application:**

1. Your application must be marked “**Confidential – Human Resources Coordinator**” on the envelope, and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271  
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email before the deadline via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

**Acknowledgment of Applications:**

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

**The Interview Process:**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

**Recommended Applicant:**

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

**Other Requirements:**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

**Queries:**

If you have queries about any aspect of the position or filling out your application please contact Gilbert Arlandoo on 08 9761 0800,

*For information on the Shire of Bridgetown-Greenbushes, visit our website at [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*