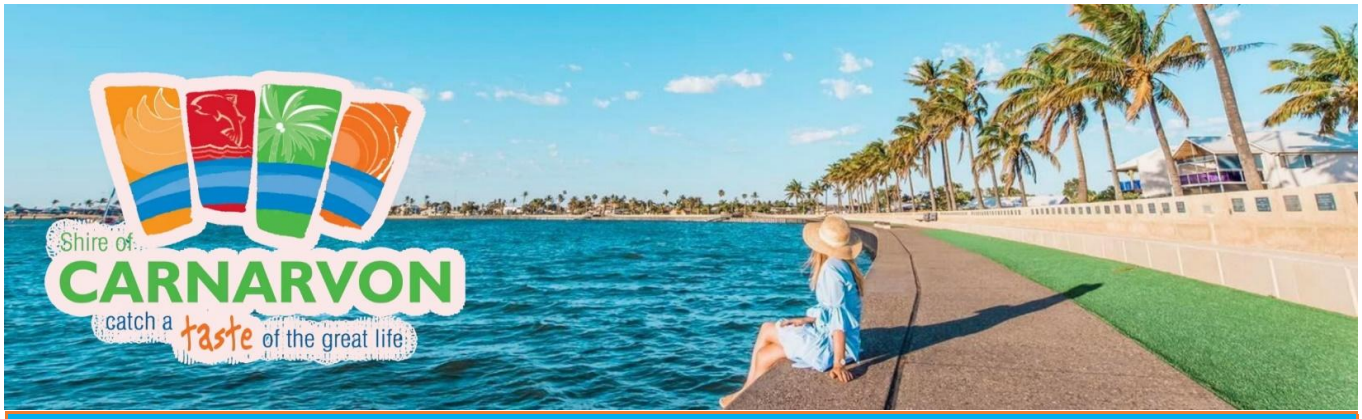

Engineering Technical Officer			
Position Number:	TBC	**Department**	Infrastructure Services
Level:	7	**Award:**	Local Government Officers' WA Award 2021
Remuneration:	$103,885.23 Base Salary	plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.	
Reports to:	Strategic Projects Manager	**Direct Reports:**	Nil
Last Reviewed:	Acting Manager PCW	**Date:**	26/10/2026
Approved:	Strategic Projects Manager	**Date:**	26/10/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	**Authenticity**	**Respect**	**Excellence**	**Cohesion**	**Humility**	**Inclusion**	**Passion**

POSITION OVERVIEW

The Engineering Technical Officer will play a key role in shaping and delivering the Shire's infrastructure through the provision of professional civil engineering, design and technical expertise across our Capital Works Program. With a strong focus on project planning, design and development, you'll work across a diverse range of infrastructure projects, including roads, footpaths, drainage, bridges, carparks, marine infrastructure and airport facilities.

From developing practical, cost-effective designs and providing specialist engineering advice to coordinating consultants, assessing infrastructure needs and supporting construction delivery, you'll have the opportunity to see projects progress from concept through to completion. Working alongside a collaborative team, you'll help deliver sustainable infrastructure solutions that make a lasting difference to our community.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.

- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Review and update capital and maintenance programs for roads, footpaths, drainage, marine infrastructure, car parks and bridges.
- ★ Provide site supervision and technical support for road and footpath projects, including traffic counter installation, data collection and analysis.
- ★ Assess asset condition and infrastructure needs; undertake inspections, risk assessments, stakeholder engagement, report preparation, design brief preparation, cost estimates, scopes and present in team.
- ★ Engage and manage consultants for traffic, road safety, drainage inspections and asset management work.
- ★ Prepare statutory approval applications and provide administrative support for infrastructure requests.
- ★ Support annual budgets, long-term financial planning and grant applications for capital works for Regional Road Group (RRG), Black Spot (BS), Western Australian Bicycle Network (WABN), Safe Local Roads and Infrastructure Program (SLRIP).
- ★ Prepare designs, drawings and technical documentation for capital works projects, with experience using AutoCAD and Civil 3D.
- ★ Prepare project management plans, technical specifications and contract administration documentation.
- ★ Support partnership agreements and contribute to QMS and continuous improvement processes.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Formal qualifications in Civil Engineering/Advanced Diploma of Engineering or equivalent experience

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) including ability to provide clear technical advice, respond to public enquiries and engage effectively with internal teams, contractors, consultants and community stakeholders.
- ★ Demonstrated ability to apply initiative, sound judgement and practical problem-solving skills to identify and deliver effective engineering solutions.
- ★ Demonstrated experience in undertaking technical inspections, investigations an condition assessments of civil infrastructure, including roads, footpaths and stormwater drainage systems.

- ★ Sound knowledge and understanding of Engineering standards, MRWA guidelines, crash analysis tool, Auto Cad, Civil 3D and have understanding design standards and industry best practice.
- ★ Well-developed analytical and technical problem-solving skills, with the ability to assess engineering challenges, identify risks and recommend practical, cost-effective solutions.

DESIRABLE CRITERIA

- ★ Knowledge of asset management.
- ★ Previous experience with Local Government.
- ★ Previous experience in a similar role.
- ★ Basic Worksite Traffic Management Ticket

POSITION COMPETENCIES

Experience	
Focus of Role	Technical
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements of complexity and uncertainty .
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative expertise.
Skill Level	Knowledge of particular procedures is supported by sound appreciation of theory or policy framework.
Judgement and problem Solving	
Problem Solving	Solve problems where there is a lack of definition requiring analysis of a number of options.
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
Organisational Relationships and Impact	
Work Area Relationships	Develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective. Liaise with senior management / executive.
Public/Other Staff Relationships	Use technical or specialist skills to brief and liase with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence.
Impact	Decisions made directly impact organisation
Interpersonal Skills	Highly developed (proficient) interpersonal skills for leading and motivating employees in different teams and levels. At this level, you will be expected to be attuned to the underlying messages, political nuances and minor subtleties of complex communication.
Job Competencies	
Time Management	Highly Proficient: Develop and implement short, mid and long term outcomes for the work area(s).
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.

Planning & Organisation Skills	Highly Proficient: Has scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has line management responsibility.
Safety Procedures	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains other in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	Advanced: Operates light-duty plant and equipment requiring an appropriate licence and specific training. This may include vehicles requiring an LR or MR license.
Supervision Skills	Highly Proficient: Control and coordinate a section, department or significant work area using leadership, evaluation and monitoring skills. Lead and motivate employees in different teams or locations.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Advanced: Establish sectional / department procedures. Provide advice on policy matters and contribute to their development.
Policy or Legislative Interpretation	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Proficient: Line management responsibility for the budget of multiple functions and provide advice to more senior managers on the budget for programs.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from $ 103,885.23 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

$	1,243.15	p/a District Allowance*
$	6,337.62	p/a Housing Allowance*
$	1,748.07	p/a Annual Leave Loading 17.5%
$	13,375.92	p/a Superannuation (Statutory)
$	2,229.32	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
$	5,000.00	Retention bonus upon completion of 3 years of service*
$	440.00	p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave

2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*
Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.