



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Engineering Technical Officer

January 2026

Position Title:	Engineering Technical Officer
Classification:	Level 6 - 7
Unit:	Technical Services
Department:	Technical Services
Responsible to: (Immediate Supervisor)	Director Infrastructure Services
Incumbent:	Existing position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	January 2026

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

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1. POSITION OBJECTIVES

This role supports the effective planning, design, coordination, and delivery of the Shire's civil engineering capital and maintenance programs. Responsibilities include assisting with project and contract management, preparing engineering designs and estimates, undertaking site inspections, maintaining accurate asset and project records, and ensuring compliance with applicable standards, legislation, and Council policies.

The role liaises with contractors, government agencies, internal stakeholders and the community to support well-coordinated works programs and safe, efficient project outcomes.

2. KEY RESPONSIBILITIES

OUTCOME: Corporate Management

- Assist the Director Infrastructure Services in the development, implementation and ongoing communication of strategic plans, policies and objectives.
- Assist the Director Infrastructure Services in the management and control of the delivery and services of the Unit, in line with the Capital Works Program and the approved annual budget.
- Assist the Director Infrastructure Services in implementing resolutions of Council and reporting on progress of action taken.
- Seek assistance and input from staff on the effective delivery of Unit services to all its customers.

OUTCOME: Service Delivery

- Build positive working relationships with internal and external customers and address enquiries promptly.
- Assist with the planning and delivery of civil works, including:
 - Road construction and maintenance
 - Drainage construction and maintenance
 - Other Civil construction and maintenance activities; and
 - Overseeing Council's gravel pits
- Prepare or coordinate engineering designs, drawings, calculations and set-out details using appropriate software (e.g., Civil 3D).
- Undertake site inspections, surveys, data collection, and documentation in support of engineering planning and design.
- Provide estimates and costings for civil engineering works.
- Assist with feasibility assessments for major works and contribute technical knowledge to ensure quality, efficiency, and compliance.
- Conduct and record road network inspections, defect identification, and work progress reporting.

OUTCOME: Administration

- Maintain and update council mapping, plans, and engineering records.
- Prepare technical reports, diagrams, traffic study information and documentation for Council or Executive review.
- Assist with government grant applications, including data preparation and liaison with relevant agencies.
- Provide information and respond to correspondence on matters related to design, construction, utilities, crossovers, verges, and land matters.
- Contribute to maintenance plans for infrastructure such as paths and lighting.

OUTCOME: Human Resource Management

- Provide experience and support to the Technical Services personnel.
- Maintain a sense of loyalty and teamwork between members of the Department.
- Direct, monitor and motivate contractors to ensure cost-efficient delivery of services, including but not limited to asset maintenance and construction activities and a safe working environment for both the general public, contractors and our employees.

OUTCOME: Workplace Health and Safety

- Act to ensure the working environment is free from workplace hazards and comply with the relevant Workplace Health and Safety Act and corporate WHS policies and procedures.
- Ensure that incidents, injuries, hazardous conditions, and near misses are correctly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Ensure that the relevant staff are consulted with regard to changes to premises, plant and equipment which may/will impact on their safety and health.
- Not wilfully place at risk the health and safety of any person in the workplace.
- Responsible for the safe and tidy operation of the customer service team area and records storage areas.
- Regularly undertake field spot checks, monitoring WHS compliance, quality control, environmental control, and ensure customer contact and request resolution.
- Undertake audits of works to ensure Council's quality, environmental, and WHS legislative requirements, standards and documentation are maintained

This position description is not an exhaustive list of the position's duties. The position will be required to undertake other duties as directed by the Chief Executive Officer, having regard to the incumbents' skills and experience, position-level expectations, and in accordance with the Enterprise Agreement.

3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high-performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS act, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.

- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shire’s values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. ORGANISATIONAL RELATIONSHIPS

Responsible to: Director Infrastructure Services

Supervision of: Nil

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Councillors
- All Employees of the Shire Organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

5. SELECTION CRITERIA

Knowledge, Skills and Experience:

- Proficiency in Microsoft Office and relevant engineering software (e.g., ROMAN/RAMM, AutoCAD).
- Demonstrated experience in civil engineering works, including roads, drainage and earthworks.
- Experience in project and contract management, including documentation and supervision.
- Experience in public works design, construction and maintenance.
- Understanding of engineering standards, industry practices and relevant legislation.
- Strong written and verbal communication skills, with well-developed interpersonal and customer service abilities.
- Ability to prepare estimates and monitor budgets for civil engineering works.
- Good organisational and time-management skills.
- Knowledge of plant operation, maintenance and earthmoving techniques.
- Experience working in remote northern Australian regions.

Desirable:

- Strong analytical and investigative skills.

- Experience installing, retrieving and interpreting data from traffic classifier/counter units and associated software.
- Working knowledge of Local Government operational procedures or previous experience in a Local Government role.
- Ability to work effectively and independently in remote or isolated settings.
- Experience preparing tender documents, reviewing tenders and supporting contract award processes.
- Experience using IT Vision SynergySoft.
- Understanding of WHS, environmental and quality systems, including risk assessments, JHAs, audits and compliance processes.
- Experience or training in infrastructure asset management systems.
- Experience operating trucks or earthmoving plant/equipment.
- Supervisory or contemporary leadership training.

Qualifications and/or Training:

Essential:

- Current Construction Induction Card (White/Blue Card)
- WA "C" Class Driver's Licence

Desirable:

- Tertiary qualification (degree, diploma, or associate diploma) in Civil Engineering, Engineering Surveying, or Drafting, or substantial demonstrated equivalent experience.
- Applicable plant and machinery competency licences, such as:
 - a. Truck operation licences
 - b. Earthmoving machinery certificates (e.g., loaders, excavators, graders)
- Industry-based technical training relevant to the role, including:
 - a. Computer-aided drafting courses (e.g., AutoCAD, Civil 3D)
 - b. Post-graduate or advanced technical engineering studies
- Current First Aid qualification.
- Main Roads WA traffic management accreditation.
- Certificate IV in Work Health & Safety.
- Training or experience in Local Government infrastructure asset management systems.
- Accredited supervisory or contemporary staff management training.

6. EXTENT OF AUTHORITY

This position works under the general direction of the Director Infrastructure Services in accordance with corporative objectives, Council policy and approved budget, statutory provisions of the local Government Act and other legislation.

7. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Current Driver's Licence.

- National Police Clearance
- Pre-employment Medical

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge that the information contained in this position description is intended to describe the nature and level of work to be performed; it is not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Engineering Technical Officer

Date

Tamara Clarkson
Chief Executive Officer

Date