

Position Description

Position Title	Engineering Technical Officer - General
Position Number	P0000017
Directorate	Infrastructure
Business Unit/s	Engineering Services
Reports to	Senior Traffic and Transport Engineer – Traffic (DESE02)
Classification	Level 7, Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

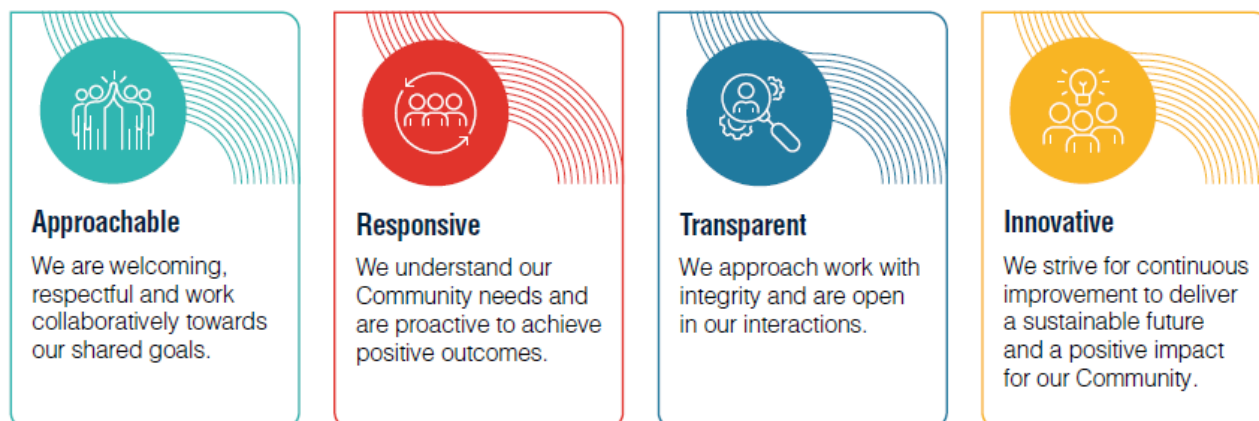
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Design Engineer – Traffic.

Supervises: Not Applicable.

Liaises with: Internal

Service Lead Transport Services, staff within Engineering Services, other City of Stirling Officers / Business Units as required.

External

Private Industry, Public Utility Providers, Suppliers, Contractors, Consultants, WALGA, Government Agencies, other Local Authorities and the City's ratepayers / residents as appropriate.

Business Unit Objective

To design the infrastructure that enables a high quality of urban life and accessibility.

Position Overview

The position is responsible for supporting the Manager Engineering Design in providing a comprehensive professional engineering planning and design service in accordance with the City's strategic objectives, particularly in relation to traffic management and traffic safety improvement projects.

Position Objectives

Key Accountabilities/Duties (including key relationships/decision making/budget responsibility)

- Investigation, analysis and design of assigned engineering capital works projects including preparation and issue of construction plans using computer assisted design and drafting applications, and all associated documentation necessary for implementation of the works.
- General traffic, transport and parking design plan related assessments
- Application of relevant standards and guidelines to ensure best industry practice design solutions.

- Respond to written and verbal enquiries concerning current and future projects in accordance with Council Customer Service requirements and correspondence response corporate time frames.
- Liaise with consultants, contractors, construction officers and other Council business units, Main Roads WA, Water Corporation, public utilities service authorities, ratepayers and the public regarding relevant aspects of assigned design projects.
- Prepare bills of quantities and cost estimates for projects using predetermined rates.
- Provide ongoing design services and advice to Engineering Operations officers and members of the public as required during the construction phase of projects.
- Ensure corporate, team and individual Key Performance Indicators and Targets are achieved by monitoring progress and taking remedial action as necessary.
- Maintain a safe working environment incorporating promotion of safety awareness and compliance and monitoring of safety performance.
- Perform other Transport Services related duties as directed by the immediate Supervisor or Service Lead within the Engineering Services area.

Occupational Safety and Health Responsibilities

- Works in accordance with the City's, State and Federal Occupational Safety and Health (OSH) requirements and ensures these requirements are understood.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
A diploma qualification in Civil Engineering or related field or demonstrated equivalent competency.	Essential
Possession of a valid White Card.	Desirable
Knowledge, Skills, Experience & Abilities	
Sound interpersonal skills and a strong customer service orientation.	Essential
Sound verbal and written communication skills.	Essential
Intermediate computing skills and practical experience in Microsoft software Excel and Word.	Essential
Advanced computing skills and practical experience in AutoCAD; and intermediate skills in relevant computer aided design software (e.g. AutoTurn).	Essential
Sound understanding of occupational health and safety requirements in a workplace.	Essential
Sound knowledge of relevant technical standards applying to engineering planning and design works; particularly in relation to traffic management design.	Essential
Sound time management and organisational skills, including cost estimating for projects.	Desirable
Demonstrated relevant civil engineering design and computer assisted drafting experience within a government or the private sector.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	December 2025	Officer Service Lead Transport Services