

# Position Description

<b>Position Title</b>	Engineering Surveying Officer
<b>Position Number</b>	RWSA01 & ENTA02
<b>Directorate</b>	Infrastructure
<b>Business Unit/s</b>	Engineering Services
<b>Reports to</b>	Senior Engineering Licensed Surveyor
<b>Classification</b>	IWA – Level 5/6

## 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 1,500 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:



**Approachable**  
We are welcoming, respectful and work collaboratively towards our shared goals.



**Responsive**  
We understand our Community needs and are proactive to achieve positive outcomes.



**Transparent**  
We approach work with integrity and are open in our interactions.



**Innovative**  
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

## Reporting Relationships

This position reports to the Senior Engineering Licensed Surveyor.

## Position Overview

To assist with engineering survey work as directed by the Senior Engineering Licensed Surveyor to enable the efficient setting out and capture of spatial data. The position can accommodate both inexperienced graduates (Basic) and those with more experience (Advanced) who can take on greater responsibilities. Position grading and remuneration will reflect this.

## Position Objectives

### Level 5 - Basic

- To assist with the provision of services to internal and external clients including:
  1. As constructed surveys
  2. feature surveys
  3. service locations
- Maintain records of all survey data.
- Record labour usage for internal and external projects
- Survey calculations.
- Maintain equipment and stores in good order.
- Undertake and report on site investigations.
- Liaise with external and internal customers.
- Responsible for maintaining and promoting a safe and healthy work environment
- Other duties as directed by the Engineering Surveyor.

### Level 6 - Advanced

- Provide services to internal and external clients including:
  1. Construction set out
  2. Calculation of surveyed volumes
- Accountable for their engineering/surveying decisions impacting on construction works.

- Supervise an assisting employee.
- Responsible for maintaining and promoting a safe and healthy work environment including knowledge of relevant statutes and policies
- Other duties as directed by the Senior Engineering / Licensed Surveyor.

## Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City’s Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City’s Risk Management Framework.
- 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.
- Undertake duties and responsibilities in accordance with the City’s Customer Service Charter
- 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 reasonably directed.

## Selection Criteria

Qualifications/Education Level	
<b>Basic</b> - Certificate III in Surveying (CPP30216) or equivalent or higher or substantial experience in a similar position.	Essential
<b>Advanced</b> – Diploma/Advanced Diploma in Surveying	
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Basic worksite Traffic Management and Traffic Controller.	Desirable
Construction Safety Awareness Card	Essential
Knowledge, Skills, Experience & Abilities	

Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position	Essential
<b>Level 5 - Basic :</b>	
Ability to work without direct supervision.	Essential
Knowledge of engineering construction practices.	Desirable
Sound interpersonal skills, relating to verbal and written communication.	Essential
Ability and willingness to meet internal and external service standards and deadlines.	Essential
Demonstrated ability to adopt technology changes and incorporate into workflows.	Essential
Knowledge of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment.	Essential
Knowledge of local government practices/procedures.	Desirable
Demonstrated experience in an engineering surveying assistant role	Essential
Experienced in the use of Auto Cad, LisCAD, TBC or equivalent	Desirable
Computing skills in Microsoft Office.	Essential
<b>Level 6 - Advanced :</b>	
Sound planning and organisational skills to meet varying project deadlines.	Essential
Sound knowledge of engineering construction practices and plan reading.	Essential
Ability to resolve on site engineering/surveying problems.	Essential
Sound interpersonal skills, relating to verbal and written communication, negotiation, instruction, dispute resolution, liaising with the public and the provision of technical/survey advice.	Essential
Ability and willingness to meet internal and external service standards and deadlines.	Essential
Demonstrated at least 3 years' experience in an engineering surveying role.	Essential
Experience in the use of AutoCAD, LisCAD TBC or equivalent	Essential
Computing skills in Microsoft Office	Essential
Basic Supervisory experience	Essential
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

**Office use only**

Position Creation Date	Date	25 March 2026	Officer	Senior Engineering Licensed Surveyor
Last reviewed/Modified	Date	25 March 2026	Officer	Senior Engineering Licensed Surveyor