

Position Description

Position Title	Senior Electrical Technical Officer - Engineering Maintenance
Position Number	DEDP05
Directorate	Infrastructure
Business Unit/s	Engineering Services
Reports to	Coordinator Drainage & Lighting Maintenance
Classification	IWA – Level 8

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

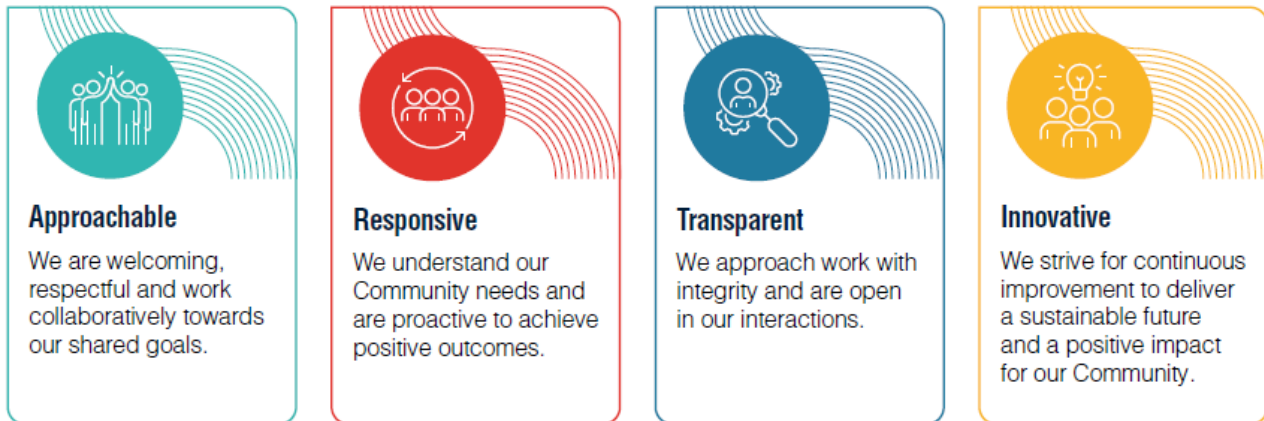
A sustainable City with a local focus.

Mission Statement

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

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Coordinator Drainage & Lighting Maintenance (ENOE01).

Position Overview

This position is responsible for the technical coordination, planning and delivery of maintenance services and capital works associated with the City's engineering lighting and electrical infrastructure assets, including:

- Providing specialist technical advice relating to street lighting, pathway lighting, car park lighting, electrical infrastructure and associated assets.
- Investigation and assessment of requests for new street lighting, lighting upgrades and modifications, including liaison with Western Power and other utility providers.
- Project and contract management of lighting maintenance, renewal and upgrade projects including estimates, risk assessments, schedules and project delivery.
- Management and maintenance of engineering lighting asset data and associated asset management systems.
- Annual preparation of maintenance and capital renewal budget estimates for lighting and electrical infrastructure assets.
- Provide specialist technical support relating to other City-owned electrical infrastructure assets where required.

This position acts as the primary technical contact for engineering lighting matters and supports the development of asset management strategies, renewal programs and service improvements for the City's lighting network.

Position Objectives

Development and Delivery of Maintenance Programs

- Develop, review, plan and coordinate maintenance and inspection programs for engineering lighting and electrical infrastructure assets.
- Develop annual and forward renewal programs for street lighting, pathway lighting, car park lighting and associated electrical infrastructure.

- Monitor expenditure against approved budgets and provide advice to the Coordinator Drainage and Lighting Maintenance regarding potential variations and emerging trends.
- Develop and oversee work schedules for contractors undertaking lighting maintenance and renewal works.
- Ensure maintenance and renewal works are delivered in accordance with Australian Standards, electrical regulations, City specifications and industry best practice.
- Measure and report on maintenance performance and service delivery outcomes.
- Maintain unit rates, cost data and performance information to assist future budgeting and forecasting.

Management of Lighting and Electrical Assets

- Manage the City's engineering lighting asset portfolio, ensuring accurate asset information is maintained within relevant systems.
- Conduct lighting audits, condition assessments and asset performance reviews.
- Develop business cases and technical recommendations for lighting upgrades and renewal projects.
- Lead and coordinate lighting renewal initiatives including LED conversion programs and energy efficiency projects.
- Review "as constructed" information and ensure updates are captured within asset management systems.
- Participate in practical completion inspections for lighting and electrical infrastructure projects.

Western Power and Utility Coordination

- Investigate and assess requests for new street lighting, lighting upgrades and modifications.
- Liaise with Western Power regarding new installations, public lighting requirements, underground power projects and maintenance related matters.
- Review lighting designs and determine compliance with relevant standards, guidelines and City requirements.
- Coordinate approvals, quotations and technical responses associated with lighting infrastructure proposals.
- Represent the City in discussions with utility providers, consultants and developers regarding engineering lighting matters.
- Provide technical advice regarding public lighting standards, asset ownership and maintenance responsibilities.

Technical Support and Data Analysis

- Provide specialist technical advice and support to operational staff, project managers and other business units.
- Review engineering drawings, development applications and construction documentation relating to lighting infrastructure.

- Analyse asset condition, fault history and maintenance data to identify trends and improvement opportunities.
- Utilise GIS, asset management systems and design software to support planning, investigation and project delivery.
- Prepare technical reports, briefing notes, correspondence and Council reports as required.
- Investigate customer requests and provide technical responses relating to lighting assets and electrical infrastructure.
- Undertake feasibility studies, options assessments and technical investigations relating to lighting and electrical infrastructure projects.

Safety and Compliance

- Promote safe work practices and compliance with the City's safety management systems.
- Ensure lighting and electrical works are undertaken in accordance with legislative, regulatory and safety requirements.
- Undertake site inspections and audits to verify contractor compliance.
- Assist with risk assessments, insurance investigations and incident investigations associated with lighting infrastructure.
- Support continuous improvement of safety procedures and operational practices.

Contract and Project Management

- Prepare scopes of works, specifications and technical documentation for lighting projects and maintenance contracts.
- Coordinate consultants, suppliers and contractors engaged to deliver lighting maintenance and capital works.
- Assess quotations, invoices, progress claims and contract variations.
- Monitor contract performance and ensure compliance with contractual obligations.
- Participate in tender preparation, tender evaluations and contractor selection processes.
- Manage project budgets, schedules and reporting requirements.

Subsidiary Duties

- Perform other duties as required by the Coordinator Drainage and Lighting Maintenance.
- Contribute to the development and review of lighting asset management plans, standards and procedures.
- Develop and maintain lighting maintenance processes and documentation.
- Support the preparation of annual budgets, business plans and long-term financial forecasts.
- Participate in continuous improvement initiatives within Engineering Maintenance.
- Act in a higher duties capacity when required.

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	
Trade qualification as an Electrician, Electrical Engineering qualification, or other relevant electrical industry qualification.	Desirable
Project Management qualification or demonstrated project management training.	Desirable
Knowledge, Skills, Experience & Abilities	
Demonstrated experience in the planning, coordination and delivery of electrical infrastructure and/or public lighting projects.	Essential
Ability to interpret and assess lighting designs, electrical drawings, technical specifications and construction documentation.	Essential
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
Strong results oriented coordination, planning and organisational skills in order to meet varying deadlines without supervision.	Essential
Sound numerical skills enabling preparation of project estimates, cost assessments, budget forecasting and financial analysis.	Essential
Well-developed interpersonal skills, relating to verbal and written communication, negotiation, instruction, dispute resolution, liaising with the public and the provision of technical advice.	Essential
Advanced computing skills relating to asset and maintenance management, scheduling, project management, spreadsheet applications, and practical experience with Microsoft Office Suite (Excel, Project and Word).	Essential

Sound knowledge of engineering lighting, electrical infrastructure construction and maintenance practices.	Essential
Ability to exercise decision making and judgement in a logical, balanced, lawful and accountable manner.	Essential
Ability to read and take off quantities from electrical engineering scaled plans and interprets information from development documentation.	Essential
Sound knowledge of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment.	Essential
Sound literacy skills relating to report writing and general correspondence.	Essential
Demonstrated experience in the delivery of electrical infrastructure, public lighting and/or utility-related projects.	Essential
Experience managing contractors, consultants and service authorities.	Essential
Experience preparing technical assessments, project scopes, cost estimates and business cases.	Essential
Knowledge of Western Power public lighting procedures, standards and approval processes.	Desirable
Experience liaising with Western Power or similar utility providers.	Desirable
Experience in Local Government or public infrastructure environments.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	August 2026	Officer	Coordinator Drainage and Lighting Maintenance
------------------------	------	-------------	---------	---