



## CITY OF ALBANY POSITION INFORMATION CIVIL ENGINEERING OFFICER

**POSITION:** Civil Engineering Officer

**LOCATION:** Infrastructure, Development and Environment/Mercer Road Depot, Albany WA

**DATE:** November 2023

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

### CONDITIONS OF EMPLOYMENT:

**Agreement:** Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers (Western Australia) Award 2021.

**Status:** Permanent Full Time Employment

**Salary:** Level 6.1 to 7.4 (\$80,479.62 - \$92,586.52 per annum) dependent on skills, knowledge, and experience

**Ordinary Hours:** 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

**RDO:** 9 days per 2-week period *Note: Ordinary hours will generally be worked as 8.5 hours for 8 days, 8 hours for one day and 1 Rostered Day Off in any 2-week period.*

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave  
as set out in and in accordance Local Government Officers Award and The City of Albany Above Award Policy – Local Government Officers.

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months as per Agreement

**Medical:** Appointment is subject to a pre-employment medical declaration

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact Anthony Henderson, Team Leader of Civil Infrastructure on (08) 6820 3110.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
CIVIL ENGINEERING OFFICER**

**APPLY ON LINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

**PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION**

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the '*Advice for the Prospective Applicants*' page of this information pack.)

**KEY SELECTION CRITERIA**

- Possess an applicable tertiary qualification with relevant experience, or approved qualification(s) with specialised skills and experience;
- Operate "AutoCAD", "AutoCAD Civil 3D" and the Microsoft Office suite, or similar approved software;
- Experience in design, drafting and project management of civil infrastructure projects;
- Experience in performing accurate cost estimations for projects; and
- Effective communication with the abilities to liaise with the general public, external and internal stakeholders.