

Employment Information Package



Road Asset Engineer / Engineering Officer

Position number: POS0854

Enquiries:

Name: Steve Tanchik

Position: Team Leader Transport

Phone: 03 6323 3059

Email: Steven.Tanchik@launceston.tas.gov.au

Application closing date: 3.00PM, WEDNESDAY, 20 AUGUST 2025

📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

 **City of
LAUNCESTON**

Contents

About the City of Launceston	3
City of Launceston Organisation Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

Address applications to:

Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

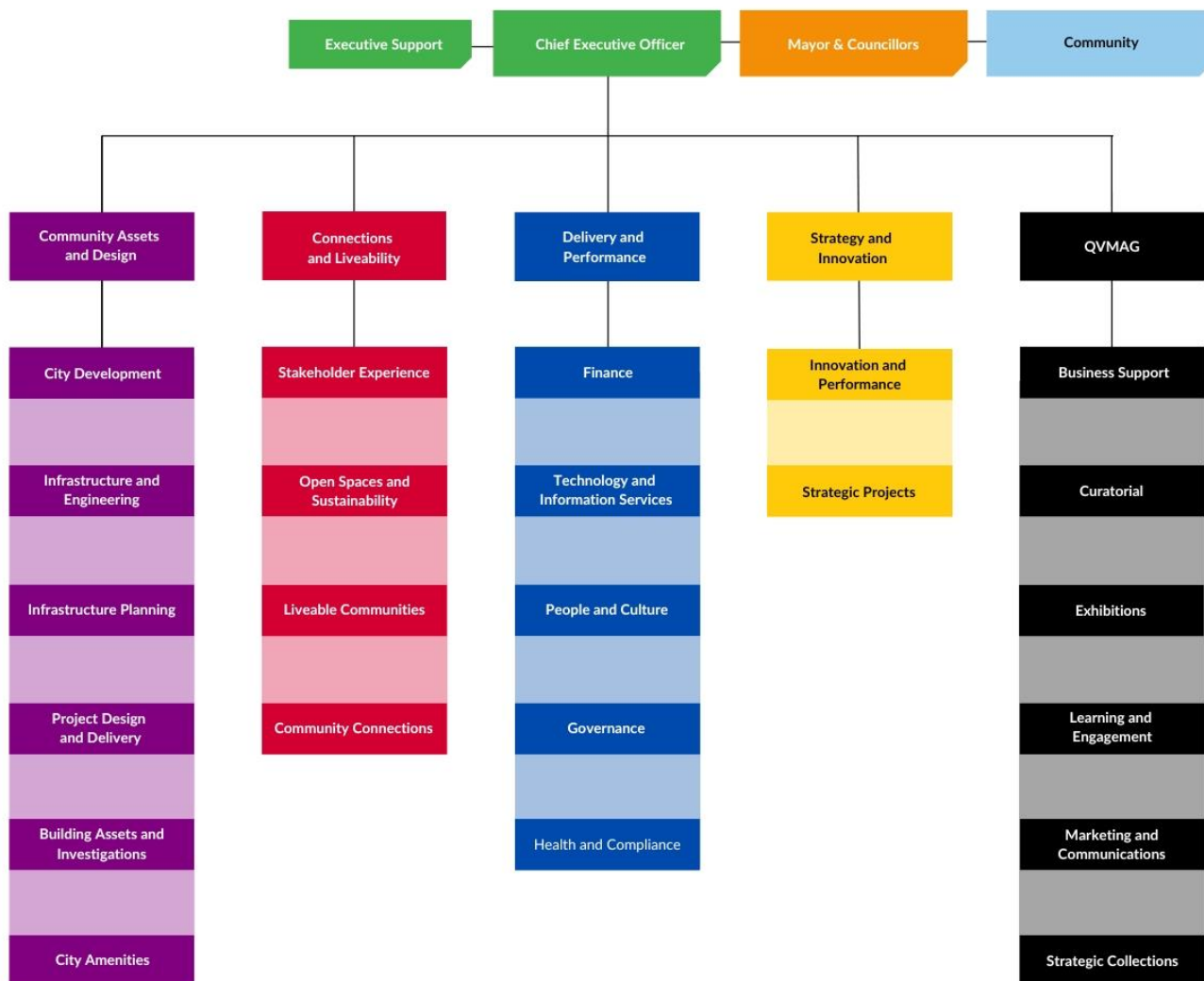
Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#)
(you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Road Asset Engineer / Engineering Officer
Employment terms	Permanent, Full-time
Working pattern	19-day month
Total remuneration	<p>Remuneration commensurate with industry experience Grade 5/6</p> <p>Grade 5: \$97,946 - \$111,551 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$84,986 - \$96,791 per annum</p> <p>Grade 6: \$114,391 - \$130,196 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$99,255 - \$112,968 per annum</p>
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

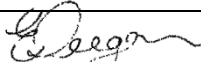
The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS0854
------------	--	-------------	---------

POSITION TITLE:	Road Asset Engineer / Engineering Officer
AWARD CLASSIFICATION:	Grade 5/6
EMPLOYEE:	
TEAM:	Transport
REPORTS TO:	Team Leader Transport
PREPARED BY:	Steven Tanchik
DATE:	29 July 2025

APPROVED BY:	
NAME:	Erica Deegan
POSITION:	Senior Leader Infrastructure and Engineering
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>This role sits within the Transport team and will predominantly work with road assets, including pavements, kerb and channel, footpaths, traffic furniture, street lighting, bridges and retaining walls in the road reservation.</p> <p>This role will:</p> <ul style="list-style-type: none">• Undertake and coordinate the inspection of road assets.• Undertake acquisition, modelling and management of road asset condition data.• Develop and update road asset renewal programs.• Create tender documentation and project specifications.• Manage the delivery of maintenance programs.• Provide advice to project managers during the delivery of road asset projects.• Liaise with service providers relating to their works in the Council road reserve.• Investigate issues and respond to customer enquiries regarding road assets considered to involve technical research and/or technical assessment.• Support the preparation and maintenance of the Road Asset Management Plans. <p>This role will actively participate in a collaborative work environment and contribute to achieving the best outcomes for a liveable city.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Condition Assessment	<ul style="list-style-type: none"> • Co-ordinate and undertake inspections of road assets. • Acquire, under the direction of the Team Leader, road asset condition inspections by external parties. • Monitor and verify the accuracy of road asset condition data. • Manage road asset condition data. 	A road asset inspection schedule is developed and adhered to. Road asset condition data is captured and recorded. Road asset condition data accuracy is verified to the appropriate standard.
Road Asset Renewal Programs	<ul style="list-style-type: none"> • Identify and scope, in consultation with the Project Design and Delivery Team, road asset renewal projects, including the inspection of proposed work sites, identification of defects and issues and determination of the appropriate treatment and estimating project costs. • Prioritise road asset renewal projects and develop 4-year road asset renewal programs based on condition data, depreciation forecasts and yearly budgets. 	4-year asset renewal programs are developed for road and footpath reseals and road asset capital works. Works within renewal programs are prioritised based on their condition and depreciation rate.
Asset Management Plans	<ul style="list-style-type: none"> • Prepare data and analysis for input into asset management plans for relevant asset classes. • Support the preparation and review of Asset Management Plans. 	Asset Management Plans prepared and updated as required.

Accountabilities	Activities/Tasks include:	Success looks like ...
Delivery of projects	<ul style="list-style-type: none"> • Liaise with project managers during project design and delivery to assist with the delivery of projects, including providing technical advice. • Undertake inspections upon completion of projects to certify that works were undertaken as specified and that the asset condition database reflects the works undertaken 	<p>Technical advice provided to project managers as required.</p> <p>Ensure that project documentation and asset registers accurately reflect the as-completed project.</p>
Manage consultants and contractors on behalf of Council to ensure efficient delivery of required services	<ul style="list-style-type: none"> • Prepare Request for Quotation and Tender documentation. • Provide critical review of consultant and contractor services. • Instruct consultants and contractors to ensure Council values are adhered to in project scoping and delivery. • Manage the delivery of operational and minor capital projects. 	<p>Services are delivered efficiently and in a timely manner</p> <p>Projects are delivered on time and within budget</p>
Investigate issues	<ul style="list-style-type: none"> • Support operations staff in their investigations by providing engineering advice. • Investigate issues and respond to customer enquiries. • Liaise with service providers for works within the road reserve, including providing technical requirements relating to their work. • Prepare reports and update asset records, as necessary, as a result of investigations. 	Council response times met with respect to issue investigations.
Continuous improvement	<ul style="list-style-type: none"> • Demonstrate commitment to continuous personal and organisational improvement, through both developing own knowledge and practices, and modelling this mindset to colleagues. • Review and adapt work practices and adopt emerging technologies and methods to streamline and improve processes. • Ensure that all work aligns with relevant standards and legislative requirements, including City of Launceston guidelines, and that processes and modifications are implemented as requirements evolve. 	Personal and organisational practices evolve, embracing emerging technologies to streamline work, and ensuring all processes align with evolving City of Launceston standards and legislative requirements.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> Commitment to high quality customer service, with demonstrated communication/negotiation skills to explain and discuss issues with customers. High level of oral and written communication skills, including preparing reports for technical and non-technical audiences. Demonstrated ability to work harmoniously and effectively in a team, facilitating information transfer, and coordinating with other team members. Sound judgement, decision making and risk analysis skills
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> Desirable: Bachelor of Engineering or equivalent. Alternatively: Demonstrated high level of competency and several years' experience in the technical background of managing road assets and the design of utility services. Relevant experience in the design and construction of civil engineering works Current Drivers Licence

REPORTING STRUCTURE	
Leader	Team Leader Transport
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Project Design & Delivery Team	Collaborate in the undertaking of roles and responsibilities. Assist/provide advice on issues relative to roles and responsibilities.
City Amenities - Road Services Team	Collaborate in the undertaking of roles and responsibilities. Assist/provide advice on issues relative to roles and responsibilities.
External	Nature of Relationships
Public	Provide information regarding specific projects and issues.
Contractors & Consultants	Management relative to roles and responsibilities.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$0

Confidentiality

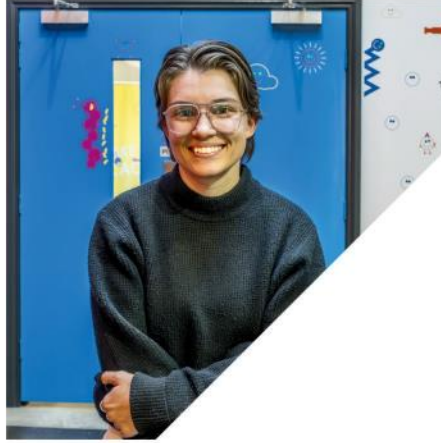
Employees are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the organisation's systems that is not directly relevant to their work.
- To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; Seeks feedback broadly and asks others for help with own development areas; and Translates feedback into an opportunity to develop.



📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

 **City of
LAUNCESTON**