



## Civil Construction Inspector

**Leverage Your Local Government or Civil Construction Experience!**

**Various locations - Project based role with frequent travel**

**12-Month Fixed Term Contract**

**\$51.25 - \$59.45 per hour + allowances + super (based on skills and experience)**

***Are you an experienced civil construction inspector or a former council professional looking for a rewarding role that values your expertise? If you've worked in local government or have a strong background in civil construction inspection, this is your chance to step into a well-supported role with a leading industry specialist.***

### Why SHEPHERD?

At SHEPHERD, we specialise in supporting councils and government agencies with asset management, civil infrastructure projects, and natural disaster restoration. We're offering you an opportunity to apply your civil construction or local government experience to high-impact projects across Queensland, New South Wales, and Victoria.

If you're ready to transition from council work or advance your career in civil construction inspection, we'd love to hear from you!

### About the Role

SHEPHERD is offering an exciting and unique opportunity to work alongside councils, across Queensland, New South Wales & Victoria, contributing to large-scale civil construction and natural disaster restoration projects.

As a **Civil Construction Inspector**, you will play a crucial role in ensuring quality, compliance, and efficiency in project delivery. Reporting to our **Regional Project Managers**, your key responsibilities will include:

- Conducting road inspections to assess and document damage, assisting in funding submissions.
- Overseeing project delivery, scope, and compliance with council and government standards.
- Acting as a trusted liaison between SHEPHERD, councils, and local communities, ensuring excellent service and assume the face of SHEPHERD to build relationships by consistently providing a high level of service.



## What We're Looking For

We are specifically seeking candidates with prior local government or civil construction inspection experience who are passionate about delivering quality infrastructure projects that benefit communities. You will bring to the role:

- A minimum of 2 years' experience in a similar role, ideally within the local government environment, supervising project delivery and monitoring compliance.
- Strong understanding of technical drawings, construction methods, local government specifications, and compliance requirements.
- The ability to work autonomously, while maintaining high standards of organisation and efficiency.
- A safety-first approach with excellent communication and interpersonal skills.

## Essential Requirements:

- First Aid/CPR Certification (or willingness to obtain)
- General Construction White Card
- C Class Driver's Licence
- Willingness to travel and work regionally (FIFO or DIDO on either a 5/2 roster or 10/4 roster, depending on project requirements)

## Why join our team at SHEPHERD?

SHEPHERD offers a competitive package with a range of benefits designed to support you:

- Fully maintained work vehicle for work-related travel
- Paid travel to and from project locations
- Uniforms provided
- Mobile phone allowance
- Living away from home allowance (when applicable)
- Additional one week of annual leave for DIDO/FIFO Workers on a 10/4 roster
- Access to EAP

## Ready to Make an Impact on Local Communities?

We invite candidates with Civil Construction expertise to apply via SEEK. Applications will be reviewed as received, with shortlisted candidates contacted directly.

For a full **candidate prospectus and information on our recruitment process**, visit our website: [Join Us](https://shepherdservices.com.au)





## Civil Construction Inspector



[shepherdservices.com.au](http://shepherdservices.com.au)

*Leaders in Regional Roads Management  
and Disaster Recovery Systems*



# SHEPHERD Overview

- SHEPHERD has a proud history of assisting Local Government with specialist asset management, GIS and civil engineering services, and has established a trusted reputation for delivering innovative, practical, and technically excellent outcomes.
- SHEPHERD first established itself as experts in road management assisting regional and remote councils with specialist asset management and GIS services. In response to their clients' need for an accurate, portable and affordable electronic road survey tool to better inform road maintenance programs, the team developed RACAS® – SHEPHERD's own Road Asset Condition Assessment System.
- The business diversified into civil project management, specialising in disaster recovery and flood restoration projects, in 2016 and now offers a fully integrated service including project and contract management, GIS and systems support, and asset accounting support.
- From these strong foundations the business has continued to grow, and today SHEPHERD remains a leader in road asset management and an emerging leader in disaster recovery systems.
- Their suite of integrated services builds on an ability to provide a powerful and accurate database, streamlined and automated processes and expert advice from which their clients can make informed business decisions.
- However, technical excellence, innovation, and value of money outcomes that work for their clients and improve local communities, remain the cornerstones of the SHEPHERD approach.
- For further information please visit [www.shepherdservices.com.au](http://www.shepherdservices.com.au)



# SHEPHERD Values

*At SHEPHERD we take great care in how we do business and the lasting impression we make on those we service. Our values are at the heart of our identity and describe how our people behave and interact with colleagues and clients.*

## **Respect**

*We are kind to others and ourselves. We act with integrity and honesty, treating others with respect and polite manners.*

## **Teamwork**

*We offer our help first, we have each other's back, and together we achieve more. We are open and honest, listen actively and stick to the agreed plan in order to reach our goals.*

## **Positive Attitude**

*We challenge negatively and accept challenges head-on with our can-do attitude and solution focused thinking.*

## **Excellence**

*We take pride in honing our technical expertise and the continuous improvement of our proven systems to deliver exceptional outcomes to our clients. By achieving excellence in our work, we make a positive influence on our industry.*

## **Practical Innovation**

*We are open to new challenges and use our experience and creative thinking to solve complex issues with practical solutions that work.*

## **Productive Work Life Balance**

*Our flexible work environment promotes productivity and a family-first approach that balances high performance with a quality home life. We work to our full capacity and share the load to ensure the entire team achieves a healthy work life balance.*



# What Drives and Inspires SHEPHERD

*What we do best at SHEPHERD is deliver innovative Asset Management and Disaster Recovery solutions for better roads.*

*We are inspired to make a difference to regional and remote communities by sharing our ability to solve complex issues with practical advice and innovative systems.*

*We are motivated by working with clients who seek us out for our excellent people, our practical expertise, our solutions oriented 'Here to Help' approach, and our proven results.*



**We believe in our people and are driven to be Australia's recognised leader in Regional Roads Management and Disaster Recovery Systems by 2026.**



# The SHEPHERD Competitive Edge

## ***We Never Stop Innovating***

The unique challenges faced by our clients, particularly those in regional areas, and our desire to use the latest technology and advances in Ai to solve complex issues practically, ensure that we never stop innovating.

## ***We Deliver Quality Data***

We believe that quality data drives better business decisions, and we define quality data as being relevant, accurate and of the highest level of information integrity. Our specialist tools are designed to provide quality data that informs the entire business.

## ***We Link Asset Accounting with Engineering***

We see the bigger picture – that financially strong councils deliver better outcomes for local communities. As engineers and accountants who specialise in asset management, we have unique skill set and ability to align financial accountability with practical service delivery outcomes.

## ***We are Ready to Mobilise***

We reduce the stress and risk to clients when they need it the most – ready to mobilise in response to disaster events or project deadlines. Our multi-disciplinary civil and disaster recovery team has the diverse experience to deliver.

## ***We Go Beyond Compliance***

At SHEPHERD we understand Local Government because we are from Local Government. Our team, from partners to technical officers, have their roots in the industry, crafted their skills there and formed their passion for creating better communities there. We go beyond compliance to deliver practical solutions to make a difference.

## ***We Build Internal Capacity***

We enjoy working with regional and remote councils and are willing to build their internal capability by sharing our asset accounting, engineering and GIS expertise, systems and tools.

The opportunity to build internal capacity is also why we prefer to build longer-term relationships with our clients.

## ***We Are Industry Leaders***

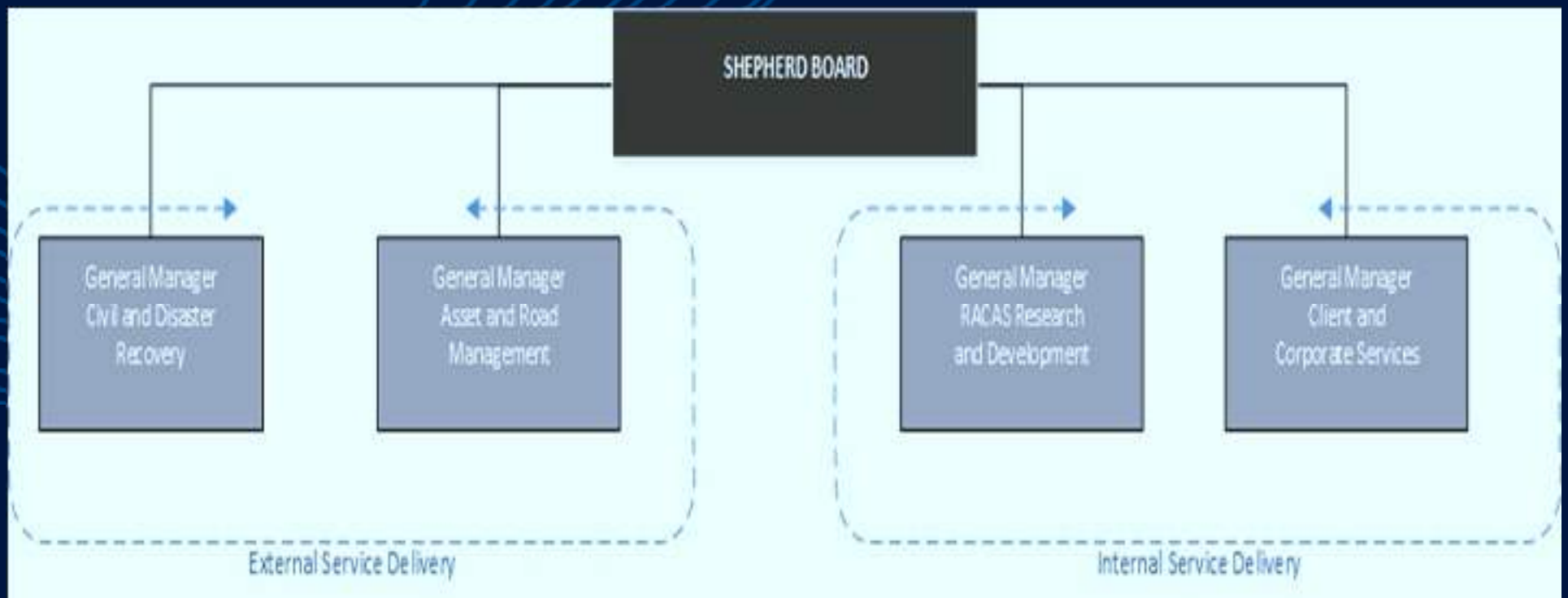
We actively use our industry connections and reputation for excellence to collaborate with our clients and peers on leading edge projects that promote exciting new methodologies and challenge the best practice benchmark.



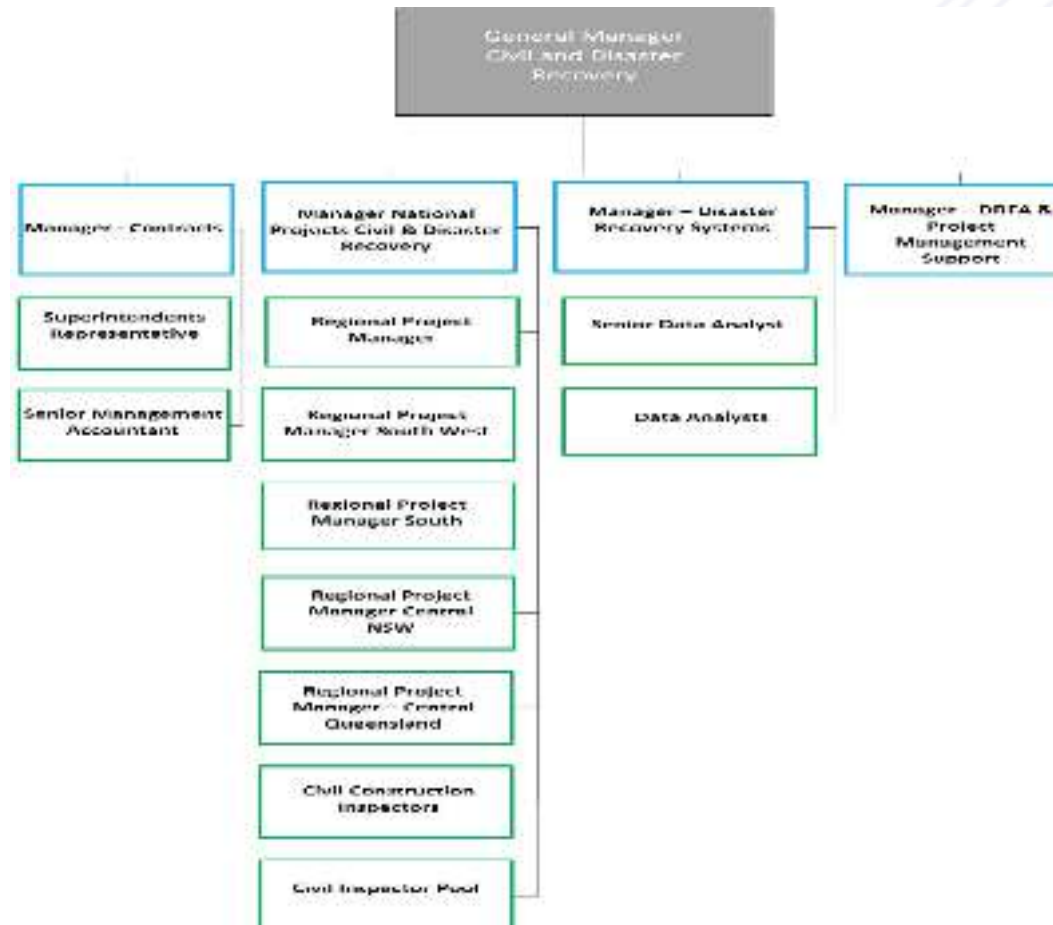
## Our Customers



# Organisation Structure



# Civil and Disaster Recovery Structure



# Civil Construction Inspector

Location: Various project sites throughout Australia

Reports to: General Manager Civil Operations

Employment Status: Fixed Term (12 months)

## *Overview*

*The Civil Construction Inspector supports and oversees the delivery of products and services on site, across various locations throughout Australia.*



# Key Responsibilities

- Plan and conduct daily inspections, issue site instructions as required, release hold/witness points and assess variation requests.
- Communicate with contractors of scheduled civil construction projects.
- Comply with specifications and collect evidence to support compliance with relevant specifications and design elements.
- Issue defective work notices.
- Assist the Project Manager to deliver forecasting workflow against milestones, compliance, works programs tracking and assessment of logistics.
- Provide recommendations relating to requests for change or variations.
- Undertake progress reports on any circumstances preventing the contractor from achieving milestones (physically and/or financially).
- Assist Senior/Civil Engineer with claims processing and validation of claims.
- Ensure compliance and conformance across the project as it relates to the client instructions, contract delivery and all specifications.
- Support all SHEPHERD Services operational aspects of technical and project management and advise of continuous improvement and development of programs to ensure business continuity.
- Toolbox reports and incident reports documented with reporting made available to the Inspectors at any time upon request.
- Ensure work sites, plant and equipment are maintained in a clean and safe condition.



# Performance Measures

- Project deadlines met by actively ensuring all tasks are undertaken efficiently and effectively.
- All billable hours and travel are captured/achieved and allocation of time to projects is accurate and efficient.
- Comply with SHEPHERD's administrative/operation practices/policies/procedures.
- Adhere to the SHEPHERD Values and all behaviours and outcomes promote the business in a positive light.
- Safety is at the forefront by taking active steps to ensure personal safety and the safety of others by using all safety equipment provided without exception, sun safety and recording all incidents and near misses in a timely manner.
- Manage and maintain SHEPHERD property including vehicles, and equipment supplied.
- Maintain strong accountability when working alone.
- Attend SHEPHERD Civil Operations staff meetings.
- Ensure project status is updated and communicated to Project Manager on a regular basis.



# Why this Role?

- This position offers an exciting and unique opportunity to work in various locations across Queensland, New South Wales & Victoria, to deliver large-scale civil construction projects and natural disaster restoration work.
- This could be the lifestyle change you have been seeking where you can have an adventure while working
- Unlike other organisations, you will also be paid door to door and not simply just when you are 'on the job'. It would be ideal if you live near a major regional airport to allow for easier travel.
- Personal circumstances that allow for working away from home will be necessary (DIDO/FIFO).
- Attractive remuneration package, including allowances, work vehicle, paid travel time and uniforms will be supplied.

# Essential Knowledge/Skills/Qualifications etc.

- Minimum 2 years' experience in a similar role, coordinating project delivery and monitoring compliance.
- A strong working knowledge of all corporate and legislative requirements relating to work health and safety.
- Demonstrated working knowledge of road survey safety guidelines to ensure your personal and team members safety during inspections.
- Demonstrated working knowledge of the relevant State/Territory road specifications.
- Demonstrated understanding of technical drawings, construction methods, standards and how they are applied.
- Well-developed interpersonal skills and the ability to maintain positive relationships with internal and external stakeholders, resolve issues and negotiate matters on behalf of the work area.
- Experience working across multiple sites and supporting a geographically diverse workforce.
- A sound level of physical fitness with the ability to safely traverse road batters to allow visual inspection of culverts and other roadside assets including drainage.
- Current First Aid/CPR certification
- Industry White Card
- Valid class C drivers' licence.

## Desirable

- Certificate IV Civil Construction Supervision
- Fatigue Management Training
- Defensive driving training
- Fire extinguisher training



# Remuneration and Benefits

- The cash component will be between \$51.25 - \$59.45 per hour + Super (note this is a flat rate for all hours worked – no overtime rates apply). Important to note that this is paid from the moment you leave home until you return for any travel requirements and for all hours worked regardless. Timesheets are submitted each week.
- Accommodation to be arranged and provided by SHEPHERD Services.
- SHEPHERD will provide a work vehicle for all work-related activities.
- Paid travel to and from your base to project locations.
- Uniforms and protective clothing will be provided in accordance with company policy.
- Mobile phone allowance (\$62 per month), and
- Living away from home allowance (\$100 per day)
- 5 Weeks Annual Leave (Shift Workers)



# Recruitment Process

## Assessing Applications

SHEPHERD will review applications as they are submitted and will determine a shortlist of suitable candidates. Only shortlisted candidates will be contacted, and interviews will be arranged with the Company's panel. SHEPHERD reserves the right to close the position earlier than advertised.

## Privacy information

Privacy Information: SHEPHERD SERVICES is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Company Officers, including Human Resources, interview panels and hiring managers.



# Recruitment Background Checking Requirements

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**Our next steps following the interview process:**

## **1. Reference Checks**

SHEPHERD requires at least two reference checks to be completed. The candidate will be required to provide the contact details for two recent employment referees, with at least one being someone that they directly reported to in their position.

## **2. Qualification and Registration Verifications**

SHEPHERD will undertake qualification verifications for any qualifications that have been stated in the candidate's application. Contact is made directly with the relevant organisations to verify qualifications. This can also include a check on the status of a driver's licence.

## **4. Criminal History Check**

SHEPHERD may require the candidate to undergo a criminal history check based on SHEPHERD's discretion.

## **5. Pre-Employment Medical**

SHEPHERD may require the candidate to undergo a pre-employment medical.

## **6. Pre-Employment Health Disclosure**

A Pre-Employment Health Disclosure Form is to be completed by the candidate prior to any offer of employment being made.

## **7. Visa Check**

Where applicable, SHEPHERD will undertake any necessary visa checks to ensure eligibility to work in Australia.



# Contact

Reach out for more information:

Cameron Shields

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