



Leaders in Regional Roads Management
and Disaster Recovery Systems

Candidate
Prospectus

Civil Construction
Inspector



shepherdservices.com.au



Driven Different

At SHEPHERD, we do things differently.

We work alongside regional and remote councils to solve complex challenges with practical advice, quality data and systems that work on the ground.

Our foundations are in road asset management, where we developed RACAS® to give councils a better way to understand and manage their networks.

In 2016, we expanded into civil project delivery and disaster recovery, supporting councils through flood restoration and critical infrastructure projects.

Since then, we have continued to grow into a multidisciplinary team delivering integrated services across asset management, GIS and civil.

Our focus has always been the same. Helping councils make informed decisions that stand up in the real world.

For further information please visit www.shepherdservices.com.au



The SHEPHERD Way

At SHEPHERD, we're Driven Different. We show up when it counts and focus on the work that matters for regional communities.

For our team, that means how we work, how we show up and what we hold ourselves accountable to:



Speak with Purpose

Say the things that matter, clearly and respectfully.



Integrity with Care

Support, challenge and look out for each other.



Grow Strength Together

Build capability, work together and leave our clients stronger.



Build Better Communities

Strengthen, sustainability, resilience and deliver positive outcomes.



Improve What Matters

Challenge the norm, make a real difference and deliver with discipline.



What Drives Us

We work on what matters. Roads, assets, and recovery for regional and remote communities.

We're motivated by solving complex problems with practical advice, quality data and systems that work in the real world.

We back our people and take pride in the work we deliver, because it has a direct impact on the communities our clients serve.



Why SHEPHERD?



We Link Engineering & Finance
Connecting asset decisions with real outcomes.



We're Ready to Mobilise
Supporting clients when it matters most.



We Go Beyond Compliance
Real solutions that make a difference.



We Focus on What Works
Practical solutions, not theory.



We Build Capability
Helping councils grow their internal capacity.

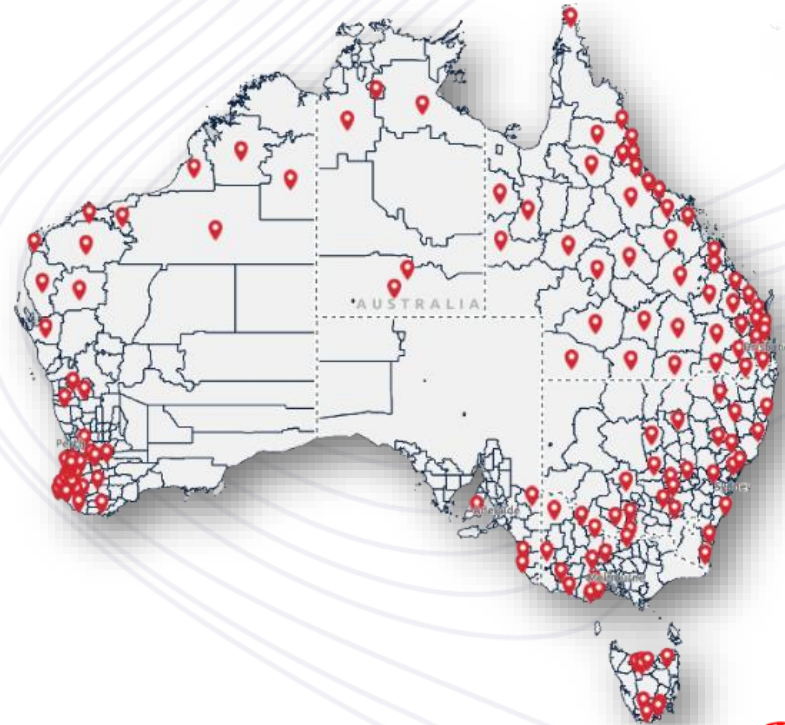


We Deliver Quality Data
Accurate, relevant data that supports better decisions.

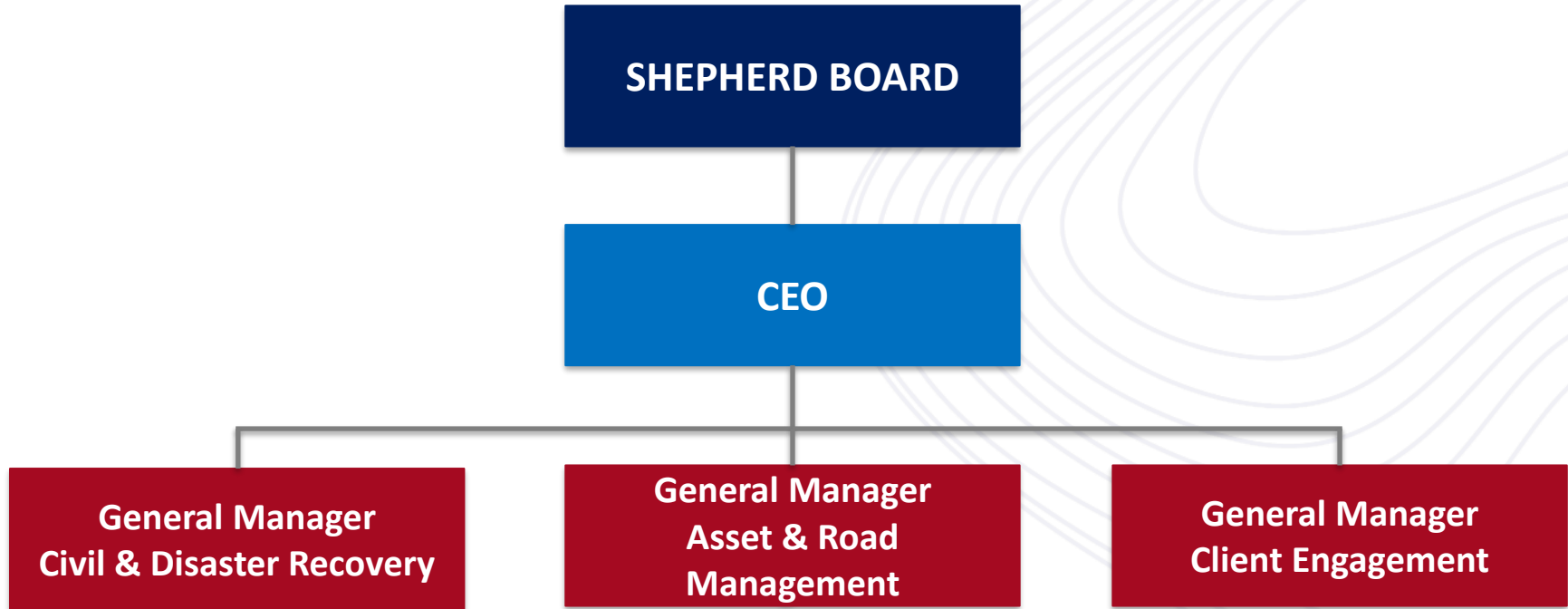


Our Customers

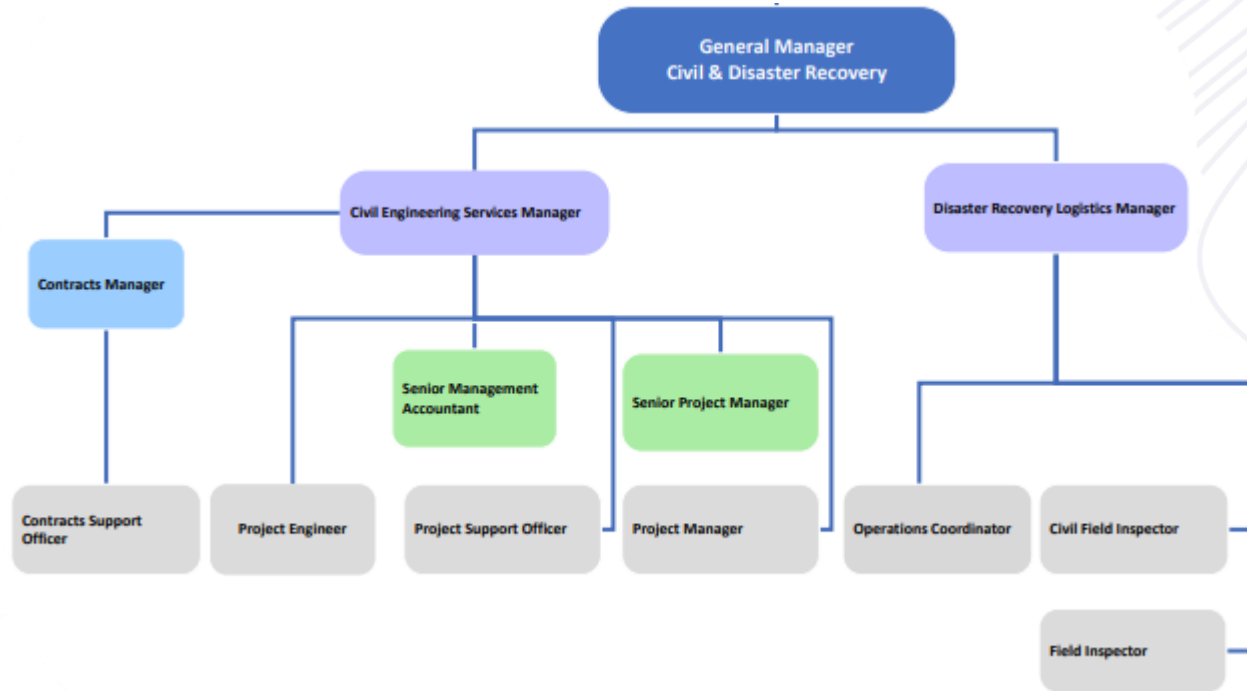
At SHEPHERD, we work with councils and government agencies across Australia – from coastal regions to some of the most remote road networks in the country.



Organisation Structure



Civil and Disaster Recovery Structure



Civil Construction Inspector

Reports to:
**Disaster Recovery Logistics
Manager**

Employment Status:
Fixed Term - Full-Time

Overview

The Civil Construction Inspector is required to support and oversee the delivery of SHEPHERD's products and services on site, across various locations throughout Australia.

This position requires you to work effectively and efficiently, and plan and achieve project work in a way that meets or exceeds client and contract expectations, whilst in a safe manner and that advances the good reputation of SHEPHERD.

Knowledge, Skills & Qualifications

Essential

- A minimum 3 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.
- Demonstrated numeracy, written and verbal communication skills and a sound level of proficiency in the use of Microsoft Office Suite.
- Current First Aid/CPR certification
- Industry White Card
- Valid C Class driver's licence

Desirable

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



Why this Role?

- This position offers an exciting and unique opportunity to work on various projects across various locations in 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.



Additional Information

- Total FTE working at SHEPHERD number 77 (52 full time, 13 part time, 12 casual)
- You will be providing engineering oversight to all areas of Civil and Disaster Recovery projects, along with ensuring SHEPHERD is recognised as a leader in Disaster Recovery Services within the industry, leveraging contemporary and innovative procurement and contract management documentation and processes to deliver timely and cost-effective delivery solutions to our clients.
- You will have the ability to travel to various project sites, along with strong communication and interpersonal skills to connect with our clients, providing sound advice and recommendations on innovative solutions.
- This is an organisation where staff are positive and proactive and importantly, one where the Directors are hands on and focused on the well being of staff, clients and the broader team vs just the \$'s. People actually want to come to work, they are invested in what they do and subsequently enjoy their roles and the contributions they make. Whilst this may be almost unheard of in most workplaces today, it is a genuine reality at SHEPHERD.
- If you enjoy working in local government then this position will give you similar scope without all the 'red tape'.
- This is an opportunity to be a part of a progressive and contemporary organisation.



Remuneration and Benefits

- The cash component will be between \$52 - \$59.78 per hour + Super depending on skills and experience (note this will be a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance of \$62.00 / month (paid fortnightly).
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location
- Provision of IT equipment for work purposes.
- Uniforms will be provided in accordance with company policy.
- Access to EAP & WellTravelled benefits.

BASE PACKAGE:			
Base Salary - Based on 38 hour week @ \$52.53/hour	\$52.53	\$103,799.28	
Mobile Phone Allowance - Paid fortnightly	\$31.00	\$806.00	
Overnight allowance \$100/night	\$100.00	\$20,700.00	Based on 10:4 roster - 9 nights away
Potential overtime based on 10 hour work day		\$28,996.56	Based on 46 weeks of work
		\$154,301.84	
Additional:			
Superannuation paid at 12% based on 38 hour week		\$12,455.91	
		\$166,757.75	



Tools that won't hold you back: quality vehicles, reliable equipment, and access to systems like RACAS®, GIS platforms, and proprietary DRFA tools.



Straightforward, competitive pay: market-aligned remuneration, travel support, door-to-door time, and accommodation when you need it.



A team that backs each other: respectful, inclusive, and aligned to our Shared Standards in how we show up every day.



Work that actually matters: projects that improve infrastructure, resilience, and outcomes for regional communities who feel the impact.



Flexibility that works: remote options, field-friendly arrangements, and support to set yourself up properly at home or on the road.



Room to grow and stretch: opportunities across engineering, GIS, valuations, DRFA, asset accounting, and project delivery.



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

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. National Police Check

The candidate must provide a current national police check (dated within the previous three months).

5. Working With Children Check

The candidate must provide a current working with Children Check in any Australian State or Territory which they will perform work.

5. Pre-Employment Medical

The candidate will be required to complete a pre-employment medical assessment, which includes drug and alcohol screening.

6. Psychometric or DiSC Assessment

The candidate may be required to undertake a Psychometric or DiSC assessment, dependent on role.



Contact

Reach out for more information:

HR TEAM

recruitment@shepherdservices.com.au



shepherdservices.com.au



POSITION DESCRIPTION

BUSINESS UNIT:

Civil & Disaster Recovery

REPORTING TO:

Disaster Recovery Logistics Manager

CIVIL CONSTRUCTION INSPECTOR



POSITION PURPOSE

Undertake field inspections and desktop assessments of roads and road side assets to collect, analyse and validate evidence, data and condition information that supports project delivery and funding compliance. Ensure all work is completed safely, accurately and in line with required standards and procedures.



ROLE SNAPSHOT

Whether working remotely to complete desktop assessments or in the field inspecting roadworks, you collect the information that forms the foundation of our projects. Your accuracy, attention to detail and safety focus ensure you make the right decisions and deliver successful outcomes.

KEY OUTCOMES



Road Inspections

Conduct inspections and assess conditions in the field



Data Capture

Collect accurate photos, measurements and data



Evidence Collection

Record and upload evidence to project systems



Site Reporting

Complete clear, timely and accurate records

KEY ACCOUNTABILITIES



CONDUCT INSPECTIONS

- Conduct field inspections and desktop assessments
- Inspect road infrastructure, assets and works as required
- Assess damage, conditions & scope of works
- Follow inspection procedures and checklists
- Escalate issues or risks to the Project Manager



COLLECT ACCURATE DATA

- Capture photos, GPS locations and measurements
- Record asset and damage information accurately
- Use approved tools and systems for data collection
- Ensure data is complete, correct and consistent



COMPLETE REPORTING

- Prepare inspection reports in a clear and timely manner
- Upload data and evidence to project systems
- Ensure reports meet required standards and formats
- Respond to queries and provide additional information



MAINTAINING QUALITY AND COMPLIANCE

- Follow legislative, client and company requirements
- Ensure evidence meets specifications and standards
- Maintain data integrity and record keeping
- Support audits and information requests as required



HEALTH, SAFETY AND WELLBEING

- Comply with WHS legislation & procedures
- Work safely, assess risks, identify & control hazards before commencing work
- Ensure the safety & wellbeing of yourself & others

ESSENTIAL REQUIREMENTS

- A minimum 3 years' experience in a similar role and minimum Certificate III in Civil Construction (Road Construction and Maintenance).
- Demonstrated working knowledge of road survey safety guidelines, with the ability to safely undertake inspections in roadside environments and apply Work Health and Safety requirements.
- Demonstrated working knowledge of the relevant State/Territory road specifications.
- Demonstrated understanding of technical drawings, construction methods, standards and how they are applied.
- 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.
- Demonstrated ability to use digital technologies, mobile applications and project systems to accurately collect, record and report information.
- Current First Aid/CPR certification
- Industry White Card
- Valid C Class driver's licence
- Working with Children Check
- Criminal History Check (valid within 3 months)

DESIRABLE REQUIREMENTS

- Certificate IV Civil Construction Supervision
- Defensive driving training
- Local government / state government experience

Success Measures

- ✓ High productivity and quality inspections
- ✓ Timely, accurate and complete reporting
- ✓ Collaborative working relationships & a positive team culture that contributes to successful outcomes.
- ✓ Compliance with standards and requirements
- ✓ Positive feedback from internal and external stakeholders
- ✓ Safe work practices with zero incidents

SHARED STANDARDS



SPEAK WITH PURPOSE

Say the things that matter, clearly and respectfully



GROW STRENGTH TOGETHER

Build capability, work together and leave our clients stronger



INTEGRITY WITH CARE

Support, challenge and look out for each other



IMPROVE WHAT MATTERS

Challenge the norm, make a real difference and deliver with discipline



BUILD BETTER COMMUNITIES

Strengthen sustainability, resilience and deliver positive outcomes



ACCURATE DATA, SMART DECISIONS, SUCCESSFUL COMMUNITIES

Your work in the field makes a real difference!



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