



Leaders in Regional Roads Management and Disaster Recovery Systems

Candidate Prospectus

Field 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.



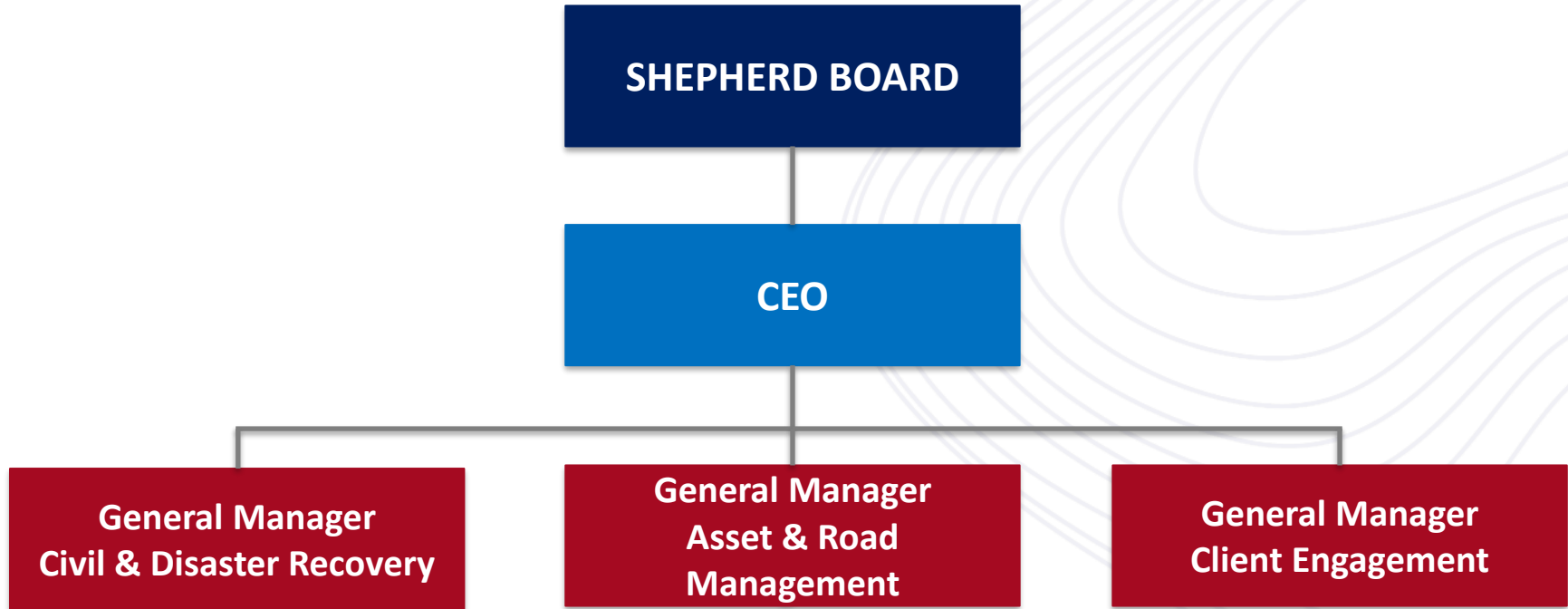
We Deliver Quality Data
Accurate, relevant data that supports better decisions.



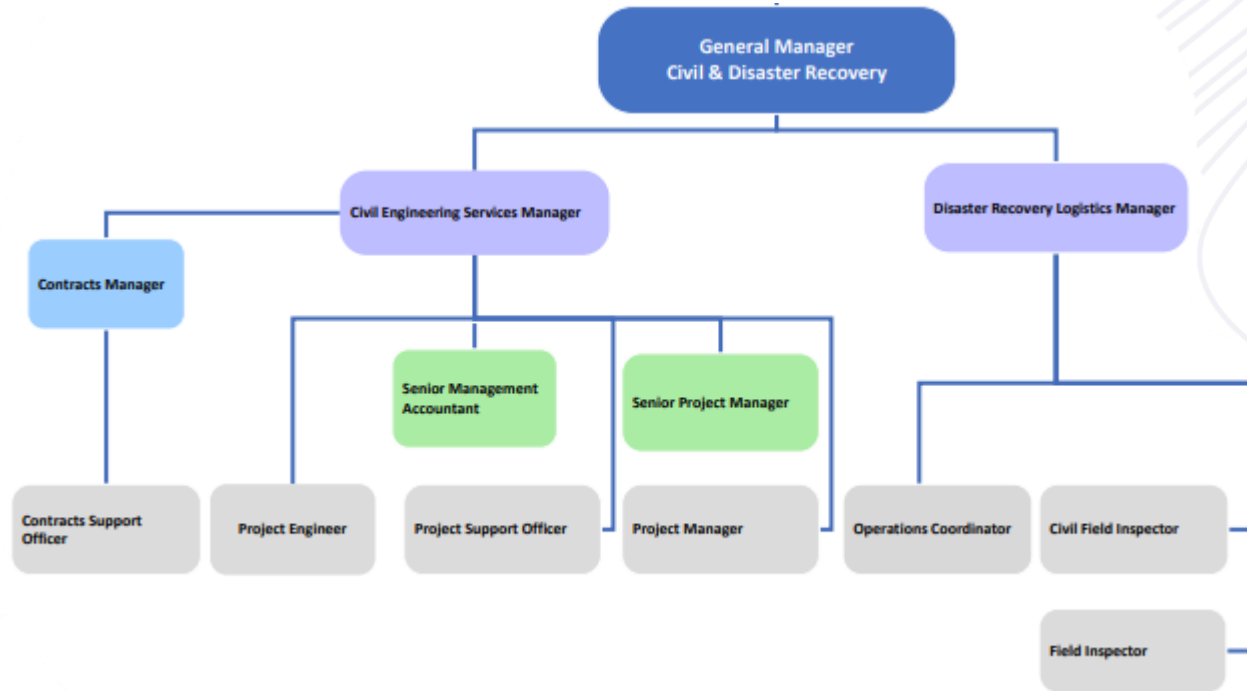
At SHEPHERD, we work with councils and government agencies across Australia – from coastal regions to some of the most remote road networks in the country.



Organisation Structure



Civil and Disaster Recovery Structure



Civil Construction Inspector

Reports to:
**Disaster Recovery Logistics
Manager**

Employment Status:
Casual

Overview

Undertake field inspections and collect accurate asset and project information to support the delivery of civil infrastructure and disaster recovery projects.

Using RACAS and other digital technologies, contribute to the collection of reliable field evidence that supports project delivery, funding compliance and client outcomes.

Knowledge, Skills & Qualifications

Essential

- Demonstrated ability to work in remote locations and in a physically demanding environments.
- Strong digital literacy, including the ability to use mobile applications and digital devices.
- Demonstrated ability to accurately collect and record field information.
- Sound communication and teamwork skills.
- Ability to work independently and travel to regional and remote project locations.
- Demonstrated knowledge of road survey safety guidelines and Work Health and Safety requirements.
- Sound level of physical fitness with the ability to safely traverse roadside environments and uneven terrain.
- Current Construction Industry Induction (White Card).
- Current Class C Driver Licence.
- Working with Children Check.
- Criminal History Check (valid within 3 months)

Desirable

- Certificate IV in Civil Construction Supervision
- Experience using RACAS, Fulcrum, ArcGIS Field Maps or similar mobile inspection platforms.
- Experience undertaking civil infrastructure or asset inspections.
- First Aid/CPR certification.
- 4WD and recovery training.
- Knowledge of road assets, drainage assets or local government infrastructure.



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 support the delivery of civil infrastructure and disaster recovery projects.
- 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)
- Forget being stuck behind a desk. Get out, explore the network and make every day different — from travelling by vehicle across your project area to jumping on an e-bike for field inspections.
- Love working with technology and getting things right? You'll use digital devices and systems as part of your day-to-day field work, so being tech-savvy and comfortable learning new tools is a big advantage.
- 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.
- This is an opportunity to be a part of a progressive and contemporary organisation.



Remuneration and Benefits

- The cash component will be between \$35 per hour + Super (note this will be a flat rate for all hours worked). Timesheets are submitted each week.
- Mobile phone allowance.
- Working away from Home Allowance of \$100/night when travelling.
- Paid travel to and from your base to project location.
- A fully equipped vehicle and work-ready IT equipment provided.
- Uniforms will be provided in accordance with company policy.
- Access to EAP & WellTravelled benefits.



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

FIELD INSPECTOR



POSITION PURPOSE

Undertake field inspections and collect accurate asset and project information to support the delivery of civil infrastructure and disaster recovery projects. Using RACAS and other digital technologies, contribute to the collection of reliable field evidence that supports project delivery, funding compliance and client outcomes.



ROLE SNAPSHOT

You are the eyes and ears in the field. Working alongside experienced inspectors and project teams, you capture accurate field evidence, undertake asset inspections and use digital technologies to support project delivery.

KEY OUTCOMES



Field Inspections

Conduct inspections and assess conditions in the field



Data Capture

Collect accurate inspection data using RACAS & digital technologies



Evidence Collection

Capture reliable field evidence that supports project outcomes



Quality & Compliance

Maintain inspection quality & compliance standards



Operational Readiness

Support efficient field operations & inspections

KEY ACCOUNTABILITIES



FIELD INSPECTIONS

- Undertake field inspections in accordance with project specifications & client requirements.
- Inspect road, drainage & civil infrastructure assets using approved methodologies.
- Apply sound judgement to identify & record field observations accurately.
- Travel to project locations & undertake field work as required.



DATA COLLECTION

- Capture accurate asset condition data, photographs & supporting evidence using RACAS & approved digital applications.
- Complete field records, photographs & supporting documentation.
- Verify collected information is complete & suitable for project requirements.
- Maintain complete inspection records that support client reporting & funding requirements.



DIGITAL TECHNOLOGY

- Operate RACAS and associated digital inspection equipment.
- Use mobile GIS and inspection applications to collect field data.
- Maintain inspection equipment and ensure it is operational and fit for purpose.
- Contribute to continuous improvement of digital inspection processes.



FIELD OPERATIONS

- Work collaboratively with Field Inspectors, Civil Construction Inspectors & project teams.
- Support mobilisation & field activities as required.
- Demonstrate a willingness to learn & develop inspection capability.



HEALTH, SAFETY AND WELLBEING

- Comply with road survey guidelines, traffic management requirements & WHS legislation.
- Complete inspections in accordance with quality standards & project specifications.
- Identify & report hazards, incidents and quality issues.

ESSENTIAL REQUIREMENTS

- Demonstrated ability to work in remote locations and in physically demanding environments.
- Strong digital literacy, including the ability to use mobile applications and digital devices.
- Demonstrated ability to accurately collect and record field information.
- Sound communication and teamwork skills.
- Ability to work independently and travel to regional and remote project locations.
- Demonstrated knowledge of road survey safety guidelines and Work Health and Safety requirements.
- Sound level of physical fitness with the ability to safely traverse roadside environments and uneven terrain.
- Current First Aid/CPR certification
- Industry White Card
- Valid C Class driver's licence
- Working with Children Check

DESIRABLE REQUIREMENTS

- Certificate IV in Civil Construction Supervision
- Experience using RACAS, Fulcrum, ArcGIS Field Maps or similar mobile inspection platforms.
- Experience undertaking civil infrastructure or asset inspections.
- First Aid/CPR certification.
- 4WD and recovery training.
- Knowledge of road assets, drainage assets or local government infrastructure.

Success Measures

- ✓ Field inspections completed safely & efficiently
- ✓ RACAS & digital technologies used effectively
- ✓ Accurate, complete & reliable field data and evidence captured
- ✓ Positive contribution to project delivery & team performance
- ✓ Compliance with project specifications & quality standards
- ✓ 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



QUALITY INSPECTIONS. RELIABLE EVIDENCE. BETTER OUTCOMES.

Your work in the field makes a real difference!

