

Essential & Desirable Criteria
GIS & Assets Officer - Cootamundra
Applications close: Friday 17 April 2026 @ 5.00 pm

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add additional paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

- 1. Experience and qualifications in Engineering, Surveying and Spatial Information Services, or other related discipline experience.**

- 2. Current Class C Drivers Licence.**

- 3. Demonstrated knowledge and experience in all aspects of the collection, asset valuation, asset maintenance and reporting of GIS and related information.**

- 4. Proficient in the use of MS Office and Spatial Information Systems e.g. AutoCAD, QGIS, Intramaps etc.**

- 5. Demonstrated expertise in computer-based asset management systems and spread sheeting.**

6. **Ability to develop productive interpersonal relationships through effective communication both orally and in writing.**

7. **Working knowledge of roles and responsibilities under the WHS Act 2011.**

8. **Demonstrated understanding of Crown roads reserves and addressing issues arising.**

9. WH&S Construction Induction Certificate (White Card).

Desirable Criteria

1. Diploma of Surveying or Diploma of Spatial Information Services.

2. Remote Pilot Licence (RePL).

3. Experience in Local Government.

4. Experience in the use of QGIS software and CIVICA suites including REFLECT & RECOVER.

5. Previous experience in an asset inspector or routine maintenance inspection role.

6. Previous experience in a Geographic Information System (GIS) Officer role.
