

Position Title	Graduate Civil Engineer
Department	City Assets
Unit	Asset Construction
Team	
Supervises	Nil
Reports To	Manager Asset Construction
Grade	D
Date Prepared	25/08/2025
Date Last Updated	28/08/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

As a Graduate Civil Engineer, you will assist with the delivery of Capital Works and Infrastructure projects. Undertaking site investigations, tender preparation and contract documentation in accordance with Council's standards, policies and procedures.






Accountabilities

- Assist Project Managers in coordinating the delivery of civil infrastructure projects from initiation through to completion.
- Undertake site inspections and prepare progress reports, documenting compliance with design, safety, and quality standards.
- Support preparation of procurement documents, including RFQs and RFTs, and participate in tender evaluation processes.
- Assist with contract administration, including monitoring contractor performance, processing variations, and maintaining project records.
- Prepare cost and schedule tracking updates to support project reporting requirements.
- Liaise with internal stakeholders, contractors, consultants, and external agencies to support effective project delivery.
- Contribute to ensuring all projects comply with relevant legislation, standards, codes of practice, and Council policies.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Foundational	<ul style="list-style-type: none"> • Understands own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and • Is willing to learn and apply new skills
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results		
Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/ supervisor

Resources

Procurement and Contracts

Foundational

- Complies with basic ordering, receipting and payment processes
- Checks quotes and invoices for accuracy
- Checks that invoiced fees and charges match goods or services delivered

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering recognised by Engineers Australia.
- Class C Driver's Licence.
- WHS Construction Induction (White Card).

Essential Experience

- Previous work placement, internship or relevant industry experience in civil construction or infrastructure and delivery
- Demonstrated knowledge of civil engineering principles, standards, and design codes

- Ability to work effectively within a team environment and contribute to shared outcomes
- Strong written and verbal communication skills with the ability to prepare clear technical documents
- Demonstrated ability to apply problem-solving skills in practical engineering contexts

Desirable Qualifications and or Experience

- Work placement, internship, or industry experience in civil construction, infrastructure delivery, or local government.
- Familiarity with construction methodologies, project management processes, and contract administration.
- Exposure to engineering or project management software (e.g. AutoCAD, Civil 3D, MS Project).
- Experience interpreting technical drawings, specifications, or design documentation.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>