

Position Title	Graduate Civil Engineer
Department	City Assets
Unit	Asset Systems & Planning
Team	Rotating
Supervises	N/A
Reports To	Rotating
Grade	D
Date Prepared	23/08/2023
Date Last Updated	18/08/2025

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

This graduate position will be involved in a range of activities/tasks relating to asset management, forward planning, design and project management of Council infrastructure.



Accountabilities

- Carry out and/or assist with project investigation, design and/or preparation of reports.
- Undertake and/or assist with the preparation of project planning documentation including project briefs/work scopes, proposal maps and needs/risk assessments.
- Undertake and/or assist with the preparation of construction cost estimates for projects.
- Undertake asset planning data analysis and mapping.
- Carry out and/or assist with asset data capture, digitisation and transfer into the corporate database .
- Assist with development of asset management systems and processes
- Liaise with the Council staff as required to meet position objectives discuss job status, objectives, design options and priorities.
- Liaise with residents, Utilities and other Government agencies as required and related to Council projects.
- Respond to enquiries, and correspondence on civil infrastructure related matters.
- Comply with Team's Quality Management System.
- Assist in the preparation of grant funding applications.
- Prepare designs for construction based on site investigation, using CAD Software.
- Manage and inspect progress and quality of works being undertaken by Councils Contractors.
- Evaluate and process progress claims based on inspection of works.
- Collaborate with other department to deliver on Council's objectives.
- Contribute to the development of a culture of customer service excellence and continuous business improvement within the team.
- Support other Units/Teams within City Assets Department as required.
- Undertake other projects and/or tasks as required.

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

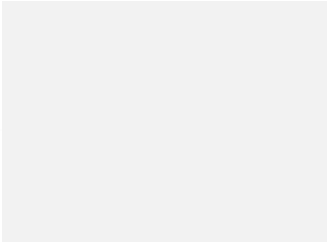
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	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		
Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
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		
Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks

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- Checks own work for accuracy, quality and completeness
 - Completes tasks under guidance, on time and to the required standard

* 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

- Relevant degree qualifications in Civil Engineering.
- Class C Driver Licence.

Essential Experience

- Basic level of knowledge in the skill areas of survey, design, documentation and project management (principally of road, traffic, drainage, buildings and open space infrastructure projects of limited scope and complexity).
- Basic level of knowledge in the preparation of construction cost estimates.
- Basic level of knowledge in using civil engineering and drafting computer software.

Desirable Qualifications and or Experience

- Demonstrated experience in the application of current Australian engineering design standards.
- Demonstrated knowledge of civil engineering and drafting computer software, AutoCAD or 12D.
- Demonstrated experience with using GIS software, MapInfo, ESRI or similar.
- Demonstrated knowledge of use of surveying equipment.

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 type="checkbox"/>	<input checked="" 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"/>