



Civil Design Drafter

POSITION DESCRIPTION

Position Number:	1618	Position Status:	Permanent Full-time
Portfolio:	Infrastructure	Classification:	QLGIA Stream A – Level 4
Business Unit:	Engineering Services	Reports To:	Principal Civil Designer
Team:	Infrastructure Design	Revised:	December 2025

Human Resource Delegation:	Band Nil	Financial Delegation:	Band Nil
-----------------------------------	----------	------------------------------	----------

General Position Statement:

This position supports Council's direction by providing a range of investigation, survey, design, drafting and documentation services associated with municipal infrastructure and other projects undertaken by the Infrastructure Design team.

Specific Responsibilities:

This position has the following responsibilities:

1. Undertake investigation, drafting, minor design, cost estimates and documentation of Civil Engineering Projects including roads, stormwater, sewer, footpaths, carparks, parks and other miscellaneous projects relating to Council Municipal Infrastructure.
2. Undertake accurate field surveys, prepare feature plots and terrain models, and carry out set-out surveys for projects.
3. Assist with the formal and informal training of Cadet Civil Designers and other employees as required.
4. Actively contribute to the team's goals and objectives to support the delivery and achievement of assigned tasks on time and within budget.



5. Contribute to providing accurate information and technical advice to the public, other organisations and other departments/stakeholders within Council with required.
6. Ensure that Council policies, processes and procedures are followed and that work meets technical and quality specifications and codes.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
9. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Sound knowledge and experience in civil engineering design.
2. Ability to prepare and review drawings and estimates for inclusion in project documentation.
3. Sound knowledge of work practices, codes, procedures and policies relevant to a design office.
4. Ability to effectively operate Council's computer systems including
 - Electronic Record Management Systems
 - Microsoft Office Suite
 - Computer aided drafting software, in particular Civil 3D, however 12D will also be highly regarded
 - Engineering survey equipment.
5. Sound time management, planning and organisational skills.
6. Good communication (verbal and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.

Mandatory Qualifications, Licences and Experience

1. Bachelor of Engineering Technology (Civil) or Associate Degree of Engineering (Civil) or equivalent qualifications relevant to the duties of the position and work experience relevant to the position.
2. Possess and maintain a current motor vehicle driver licence.
3. Possess or ability to acquire Construction Industry Induction (White Card).



Desirable Qualifications, Licences and Experience

1. Work experience relevant to the position in a local government environment.
2. Although this position requires engineering surveying, applicants without this experience are encouraged to apply. Training can be provided to the successful applicant if required.
3. Working in Proximity to Traffic – Awareness Part 1 & 2.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office and outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A&B and Tetanus.
6. During the course of normal duties incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally;
 - Repetitive and sustained bending and stooped positions;
 - Working in awkward postures, and occasionally in confined spaces;



- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



Civil Design Drafter

SELECTION CRITERIA

Position Number:	1618	Position Status:	Permanent Full Time
Portfolio:	Infrastructure	Classification:	QLGIA (Stream A) Level 4
Business Unit:	Engineering Services	Reports To:	Principal Civil Designer
Team:	Infrastructure Design	Revised:	December 2025

1. Mandatory Qualifications and Licences:

- Bachelor of Engineering Technology (Civil) or Associate Degree of Engineering (Civil) or equivalent qualifications relevant to the duties of the position and work experience relevant to the position.
- Possess and maintain a current motor vehicle driver licence.
- Possess or have the ability to acquire Construction Industry Induction (White Card).

2. Sound knowledge and experience in civil engineering design with demonstrated ability to prepare and review drawings and estimates for inclusion in project documentation.

3. Sound knowledge of work practices, codes, procedures and policies relevant to a design office.

4. Good communication (verbal and written) and interpersonal skills relevant to the position and the ability to work effectively as a member of a Civil Design team.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take into account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.