

ENGINEERING SERVICES OFFICER / SENIOR CIVIL ENGINEER

POSITION NO: 2327
CLASSIFICATION: \$94,117 - \$105,206 per annum
OCCUPANT: Vacant
DATE: September 2026

POSITION CONTEXT & OBJECTIVE(S):

- Contribute to the organisational objectives of Council's Engineering Design Branch.
- Undertake various roles related to civil engineering of Council infrastructure assets such as design, project management and contract management

KEY RESPONSIBILITIES & DUTIES:

- Civil design of various infrastructure projects
- Prepare cost estimates and specifications supporting designs
- Surveying using various methodologies and technologies
- Prepare project documentation including reports, project plans, Gantt charts and specifications
- Provide technical advice to other Council Branches as required
- Assist with enquiries from external customers and internal staff
- Other general duties as directed by the direct Supervisor

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a current Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator Engineering Design
Supervises: NIL
Internal Contacts: All Council Staff
External Contacts: Consultants, Private Contractors, Service Authorities, General Public

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To ensure allocated tasks are completed within agreed timelines and in accordance with policies, procedures, practices and standards
- To follow best practice in service delivery
- This position acts under general supervision and within specific guidelines
- Assist in making decisions on routine matters relating to the City Futures Directorate

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JUDGEMENT AND DECISION MAKING:

- Ability to solve problems by using one's own initiative as well as under the direction
- Guidance and advice is usually available on tasks to be performed
- The work requires a clear understanding of methods, procedures and equipment used
- Decisions of a non-routine or politically sensitive nature must be referred to the direct Supervisor

SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in the use of design software (AutoCAD or similar)
- Knowledge of the design process
- Application of guidelines, standards, regulations and codes
- Ability to interpret design plans and specifications

MANAGEMENT SKILLS:

- Be able to plan and organize in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with other staff and customers.

INTERPERSONAL SKILLS:

- Be able to plan and organize daily routine in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with key stakeholders

QUALIFICATIONS AND EXPERIENCE:

For Band 6:

- Relevant industry experience such as survey, civil construction or design/drafting or Civil Engineering qualification;
- Current drivers licence (mandatory)

For Band 7:

- Sydney or Washington Accord Engineering Degree (mandatory)
- Demonstrated experience in civil engineering in roads, drainage and/or pavement

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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