

Position Description

Position title:	Graduate Civil Engineer
Position number:	162
Group:	Infrastructure and Natural Assets
Reports to position title:	Team Leader Roads and Transport
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay Point 13-18
Approved:	December 2025

About the Group

The Infrastructure and Natural Assets Group is responsible for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

About this Graduate Position

The Graduate Civil Engineer position provides a pathway for recent graduates or early-career engineers to develop technical expertise in roads, traffic, stormwater, and development engineering, while building decision-making skills and gaining valuable local government experience. The incumbent will be provided with:

- Structured guidance, mentoring, and support to foster growth and strengthen the future engineering workforce within local government, and
- Enhanced connections across the engineering profession and establish a strong entry platform that enables graduates and emerging engineers to progress into future leadership roles.

Duties and Responsibilities

Under direction or supervision, support council to deliver roads and transport engineering services as follows:

- Undertake investigations into customer issues about council's assets, including liaison, coordination, resolution and response.
- Assist with feasibility studies, design input, and cost estimates for civil and municipal projects in accordance with Australian Standards.
- Support risk assessments and apply safety standards as outlined in Codes of Practice.
- Assist with investigating and assessing council's asset conditions and updating condition assessment data.
- Contribute to the development, implementation and ongoing management of infrastructure and associated maintenance resource plans, including inspections, routine inspection reports and data management.

Under direction or supervision, undertake project management and/or contract administration for designated projects, activities or processes by providing:

- Input into the preparation of tender and contract documents, calling and assessing quotations/tenders for projects within council's works program.
- Assistance with coordinating, contract administering and inspecting minor construction works.
- On-site supervision and test measurements to ensure conformance with the design documentation, specification and standards.
- Support in monitoring and reporting progress of works against the scope, construction program, estimate and approved funding allocation and recommending corrective action.
- Assistance with developing design changes as required.

Under guidance and approval, provide technical and engineering advice, support and direction to team members, project teams and clients as follows:

- Develop an understanding of roads, traffic, stormwater, development and civil engineering issues and providing advice to internal and external stakeholders.
- Undertake assessment of applications and drawings in regard to the impacts associated with roads, traffic, stormwater or development engineering in the community and environment.
- Liaise with relevant internal and external stakeholders regarding engineering and asset management matters.
- Attend internal and external meetings to provide technical engineering advice.
- Investigate and respond to resident requests relating to technical issues.

- Draft reports on technical issues.
- Keep up to date with technical advances with respect to design principles, relevant computer, technology, statutory and non-statutory regulations.
- Support other teams within council, participate in improvement initiatives, and ensure all correspondence and requests are handled professionally and in line with policy.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. A degree in Civil Engineering, or equivalent qualification. (**Essential**)
2. Demonstrated knowledge, interest, and practical exposure to engineering design and construction, including recent trends in municipal civil works; ability to apply engineering principles to infrastructure development for both community and private projects.
3. Demonstrated foundational experience or strong interest in project management and contract administration for engineering projects, including the ability to prioritise workloads and meet deadlines
4. Ability to prepare clear, concise technical reports that can be understood and acted upon by a range of stakeholders.
5. Well-developed written and verbal communication skills, including the ability to facilitate meetings and achieve agreed outcomes.
6. Ability to use technology relevant to modern civil engineering practice.
7. A current driver's licence

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There **are** Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.