

Position:	Graduate Engineer – Stormwater Infrastructure
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 - 2028
Award Classification:	Band 5
Division:	Strategy & Effectiveness
Department:	Assets & Engineering
Team:	Stormwater Infrastructure
Date Reviewed:	21 July 2026
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Position description

Introduction of the work of the team

Council manages a network of stormwater infrastructure, which is a key service relied upon by our Community. The stormwater infrastructure team manages Council's stormwater infrastructure by appraising its performance and making prioritised recommendations regarding its improvement, based on informed engineering judgement.

POSITION OBJECTIVES

- To provide assistance in the design and investigation of infrastructure projects to be delivered within Surf Coast Shire works program relating drainage assets.
- To assist in the delivery of a range of civil work projects and investigations that respond to Council's needs to improve and upgrade drainage infrastructure within the region.
- To take ownership of the day-to-day processing of legal points of discharge, seeking support where required.

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator Stormwater infrastructure

Supervises: NIL

Internal Relationships: All employees and Councillors

External Relationships: Residents, Contractors, Other Local Authorities and Government Organizations and Consultants

KEY RESPONSIBILITIES

Key areas of responsibility

- Undertake investigations of minor engineering issues and solutions to monitor and improve stormwater drainage within the Shire under supervision. Provide engineering information and recommendations of the issue to the coordinator for review, helping to form analysis of the issue and preferred solutions.
- Assist with investigations and engineering solutions of a more major nature.
- Process, issue and register legal points of discharge, seeking assistance where required.
- Review the fees and charges for legal points of discharge against statutory guidelines issued by the State, providing a supported recommendation to the coordinator each year as part of the review of fees and charges.
- Provide assistance in timely, accurate and courteous responses to queries from both internal and external customers, either through telephone, onsite meetings or written correspondence.
- Provide direct assistance with collection and assessment of engineering field observations as they relate to drainage issues, performance of Council's stormwater system.
- Participate in communication and team problem solving within the organisation.
- Maintain records and data related to technical services functions in accordance with existing protocols.
- Undertake minor engineering drafting tasks as directed.

Communication

- Actively participate in and contribute to the Assets & Engineering Team.
- Represent Assets & Engineering team at relevant project meetings.

Professional Development

- Keep up to date with issues and advances consistent with optimising Infrastructure Unit services.

General Responsibilities - Other

- Perform other duties and responsibilities reasonably within the capabilities of the position.

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ACCOUNTABILITY & EXTENT OF AUTHORITY

- Provides support in the delivery of projects and is accountable for agreed tasks and project components within established budgets and timeline.
- Accountable for own quality of work and meet agreed level of productivity and service delivery.
- Authority to approve minor procedural maintenance works within budgetary limitations.
- Assist and ensure design solutions and devices are investigated, planned and implemented in accordance with relevant guidelines, structural policies, procedures and legislation.

JUDGEMENT AND DECISION MAKING

- To work within well-defined organisation objectives.
- Allocate resources in the most effective and efficient manner within defined parameters.
- Exercise judgement by selecting methods or processes to be used from a limited number of existing methods/processes, based on technical knowledge and local government experience.
- Assist in delivering the design element of Customer related requests within time including recommendations of any design alterations for approval.
- Assist with engineering investigations and advise internal and external customers of actions to be taken in regards to queries or concerns.
- Guidance and advice is usually available within time to make choices

SPECIALIST SKILLS AND KNOWLEDGE

- Graduate of Civil Engineering, or similarly qualified in a technical field with applicable engineering experience.
- Knowledge of civil engineering practices required for municipal works.
- Application of appropriate engineering standards to customer related tasks, including recommendations for any alternations for approval.
- An understanding and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety.
- Experience in intermediate to advanced word processing, spreadsheets and databases, particularly using the Metro Count software and Microsoft Office suite of applications.

MANAGEMENT SKILLS

- An ability to manage own workload and meet agreed outcomes and timelines using available resources.
- Basic analytical and problem solving skills.
- Involvement in consultation processes with various internal and external groups.
- A focus on continuous process improvement.

INTERPERSONAL SKILLS

- Skills in written communications in the preparation of internal and external routine correspondence and technical reports.
- Well-developed oral and written communication skills to be applied when dealing with general public, service authorities and other employees to gain cooperation and assistance.
- Ability to resolve minor problems, with guidance from more senior colleagues as required.

KEY SELECTION CRITERIA

Qualifications and Experience

- Relevant practical experience gained through placements, internships or employment is desirable.
- Graduate of Civil Engineering, or similarly qualified in a technical field with applicable engineering experience.
- Experience in Microsoft Office and AutoCAD
- Knowledge and understanding of relevant legislation, policies, procedures, recognized professional standards relating to stormwater management and civil engineering.
- Experience in design and construction techniques and regulatory processes.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.