

Information Pack

Senior Design Engineer (Civil)

Your application must be lodged online – [City of Rockingham Jobs](#)

Applications must be received by 4pm, Friday 21 August 2026

Applications will be assessed as they are received and candidates may be invited to interview prior to the close date. If you are interested in the position, we highly recommend you apply as soon as possible.

In the interests of fairness and equity, late applications will not be accepted.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying

Employment Conditions

Location	Administration Building, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Wage	\$111,967 to \$119,224 per annum, dependent on skills and experience
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Senior Design Engineer (Civil)
Tenure:	Permanent, Full time
Division:	Asset Services
Level:	7 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Undertake large and complex design projects
 - Lead the technical deliverables of the team
 - Provide technical expertise to projects, internal and external stakeholders
 - Provide technical guidance to junior team members
-

Organisational Relationships

Reporting to:	Coordinator Design Services
Responsible for:	Nil
Membership of:	Design Services Team
Liaison with:	Managers, Coordinators, Supervisors, City of Rockingham teams and Technical Services' stakeholders, customers and clients

Organisational Chart

Manager Technical Services
Coordinator Design Services
Senior Design Engineer (Civil)
Design Engineer (Civil)
Design Engineer (Civil)
Design Engineer (Drainage)
Engineering Surveyor
Landscape Architect - Design
Draftsperson (Civil)

Key Responsibilities

Engineering

- To support the Coordinator Design Services to ensure the delivery of Council's Capital Works Programme
- Provide expert technical oversight, innovation and guidance to Design Engineers and draftsperson, ensuring consistency and quality across all design outputs
- Define technical requirements that support long-term strategic initiatives and monitor implementation
- Review design works undertaken by external parties
- Prepare concept plans, investigations and detail design plans for urban and rural roads, underground drains, traffic treatments, car parks, reserves, and other structures in accordance with relevant design standards and Council policies
- Coordinate all preconstruction services of civil infrastructure works including but not limited to liaison with other internal teams, Service Authorities and State Government Authorities, land acquisitions, creation of easements, survey, design, community consultation and approvals
- Prepare project lifecycle report, contract documentation and technical specifications; assess and evaluate tender/quotation submissions
- Calculate quantities and seek cost estimates from construction team
- Provide advice when the City's construction team/contractors request for information during construction of the projects
- Facilitate consultation during the concept, and detail design phases of projects to provide infrastructure that is fit for purpose
- Provide technical direction and leadership to project teams, undertaking complex projects involving multiple tasks on concurrent timelines
- Develop partnerships with key stakeholders
- Maintain Council's computer aided design packages and make recommendations on updates
- Contribute to the development of policies, strategies and procedures
- Undertake research, investigation and evaluation of new technology, products and services

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
-

Requirements of the Job

Skills and Knowledge

Essential

- High level of skill in all aspects of civil designing techniques
- Expert knowledge of Austroads guidelines, Main Roads standards and Australian Standards
- Sound and efficient computer skills
- Ability to work under limited supervision and in a team environment
- Expert knowledge in civil engineering design and preparation of construction, documentation using AutoCAD and Civil 3D
- Detailed knowledge of urban and rural road design criteria, drainage design criteria and traffic management
- Detailed knowledge of cadastral information and interpretation of field books, diagrams of survey and other Department of Land Administration information
- Ability to incorporate construction techniques to the design

Desirable

- Management of consultants as required
- High level of written and verbal communication skills

Experience

Essential

- Significant experience in delivering design for large and complex civil projects
- Significant experience of the use of "Civil 3D and Auto Cad" design software, word processing, and spreadsheet

Desirable

- Experience in the preparation of contract documentation and specifications and a knowledge of municipal procedures and general workings of local government
- Experience in providing technical leadership to junior team members

Qualifications, Certifications and Licences

Essential

- Diploma of Civil Engineering or relevant higher academic qualification
- Current 'C' class driver's license

Desirable

- Accreditation as a Road Safety Auditor or significant knowledge of road safety
-

Scope of Position

- Works under general supervision of the Coordinator Design Services
 - Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
 - Exercises initiative and/or judgment within clearly established procedures and guidelines
-

Certification

Approved by	Manager Technical Services	Date reviewed	June 2026
-------------	----------------------------	---------------	-----------

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement, and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au