



## Position Description – Civil Engineer – Infrastructure Planning

<b>Division</b>	City Futures
<b>Portfolio</b>	City Infrastructure
<b>Business Unit</b>	Infrastructure Planning and Strategy
<b>Level</b>	5
<b>Reports To</b>	Coordinator Infrastructure Planning and Strategy
<b>Prescribed Position</b>	No

### Position Objective

To administer program scoping and respond to customer-driven infrastructure investigations that support the development and delivery of Council's transport, lighting, and water infrastructure programs. This role contributes to ensuring asset scoping and program planning is completed to support quality decision making, community responsiveness, and strategic alignment. It supports service delivery, sustainability, and community expectations.

### Key Responsibilities

- Undertake and coordinate site investigations and scoping activities that contribute to the integration of asset programs across transport, lighting, and water infrastructure.
- Ensure scoping activities align with strategic objectives, community priorities and service standards and incorporate input from internal and external stakeholders.
- Document scoping investigations and support the Coordinator Infrastructure Planning to develop integrated works programs.
- Investigate and respond to customer requests and enquiries related to infrastructure assets with a solutions-focused and professional approach.
- Contribute to asset planning reports, funding applications, and capital budgeting documentation.
- Support the transition from planning to delivery through the provision of detailed scoping documentation and provision of technical assistance to ensure that program intentions are clearly communicated and maintained.
- Follow defined records management practices, policies and procedures for all records created and received.

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Demonstrated ability to administer and support the development of civil infrastructure programs with a technical and community responsive approach.
- Experience in customer investigation processes and the ability to translate findings into project inputs.
- Strong analytical and problem solving skills, including the interpretation of asset condition and program needs.
- Understanding of integrated asset planning, lifecycle management principles, and infrastructure programming.
- Strong communication and coordination skills to support engagement with stakeholders and cross-functional teams
- Advanced computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Ability to contribute to a workplace culture of continuous service delivery improvement.
- Good time management and organisational skills to be able to manage several tasks.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

### **Knowledge**

- Understanding of transport planning, civil engineering principles, and infrastructure lifecycle management.
- Awareness of municipal engineering practices, including planning and programming of transport, lighting, and water infrastructure.

- Knowledge of relevant design standards, regulatory frameworks, and policy environments affecting local government infrastructure projects in South Australia.
- Familiarity with asset management principles, community engagement considerations, and strategic alignment in infrastructure planning.
- Understanding of Work Health & Safety and risk management obligations, as well as responsibilities relating to child safe environments.

**Experience**

- Experience in civil engineering planning, design, or construction, with exposure to integrated infrastructure program development.
- Demonstrated ability to support or lead site investigations, including the preparation of scoping documentation for capital works.
- Experience responding to customer or stakeholder enquiries, translating feedback into project requirements or service improvements.
- Involvement in the preparation of infrastructure-related reports, including planning inputs, funding applications, or budgeting documents.
- Familiarity with using corporate systems and tools for asset, document, and request management within an organisational context

**Qualifications & Requirements**

• Bachelor of Civil Engineering, and/or Bachelor of Project Management	Essential
• Current South Australian driver’s license for Class ‘C’.	Essential