

Job Title:	Design Draftsperson
Reporting to:	Team Leader - Design
Job Holder:	
Location:	Mulgrave Office
Effective Date:	October 2025



OVERALL PURPOSE OF THIS POSITION:

The Design Draftsperson supports the Design Team by producing accurate and detailed technical drawings and documentation for various projects under direct supervision. The role ensures that design concepts are translated into compliant, constructible and practical drawings in accordance with relevant standards, client requirements and project timelines. The position plays a key part in streamlining the design process, maintaining drawing quality and consistency, and contributing to the successful delivery of engineering outcomes.

PRINCIPAL ACCOUNTABILITIES:

Design and Drafting:

- ✚ Prepare electrical drawings, layouts, schematics, and wiring diagrams for basic projects under supervision. These include public lighting, Master Plans and stage designs.
- ✚ Prepare communications designs for both NBN and Superloop projects under supervision
- ✚ Assist in modifying standard electrical system designs, including power distribution and lighting, with guidance from senior staff
- ✚ Assist in Earthing Assessment level 1 reports as per Powercor's requirements, under supervision
- ✚ Utilize CAD software (such as AutoCAD) to produce design documents, with oversight from senior staff

Project Collaboration:

- ✚ Work closely with senior designers and project managers to integrate electrical designs into broader project scopes, under direction and supervision
- ✚ Attend project meetings with guidance to support coordination with other disciplines.
- ✚ Support client, contractor, and supplier communication, under supervision to clarify design requirements.

Compliance and Standards:

- ✚ Follow established local and industry codes and standards in all design work.
- ✚ Assist in research of new materials and technologies under direction.

Calculation and Analysis:

- ✚ Perform basic load and voltage calculations.
- ✚ Support the selection of electrical components based on set specifications, under guidance

Quality Control and Documentation:

- ✚ Review and verify the accuracy of drawings.
- ✚ Maintain project documentation according to established processes.
- ✚ Any other tasks or projects as directed by your manager.

SKILLS & QUALIFICATIONS:

- ✚ Fundamental understanding of design and construction practices within the Victorian electricity industry.
- ✚ Relevant qualifications for ESI Technical Officer, as per the role in the VESI matrix
- ✚ Current Victorian driver's license
- ✚ Good time management skills, with the ability to meet project milestones.
- ✚ Experience with Victorian electrical industry standards and SOC/PCN processes
- ✚ Excellent communication and interpersonal skills
- ✚ Proficiency in MS Word, MS Excel, Outlook and Wrike.
- ✚ Proficiency in CAD software (AutoCAD, Revit) and utility design tools

PEOPLE & DEVELOPMENT:

- ✚ Participate in goal setting and annual performance reviews with your Manager.
- ✚ Comply with all relevant policies and procedures.
- ✚ Participate in all training and development as directed by your Manager.

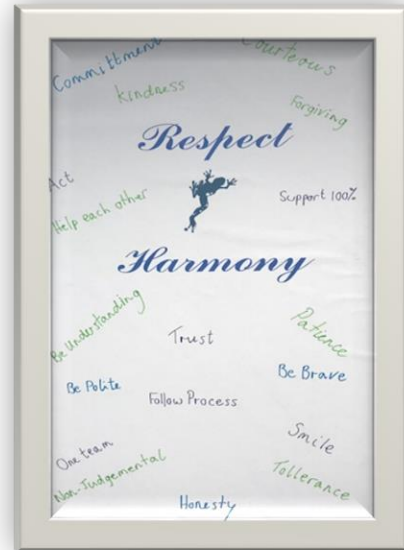
MISSION, VISION & VALUES:

Mission Statement

Blue Frog Design's mission is to be respectful towards one another working in harmony to be the best and the most effective collaborative and communicative Electrical and Communications consultancy firm in Australia.

Vision Statement

- ✚ Our aim is to be recognised for:
- ✚ High quality designs and compliance services
- ✚ Completion of provision of high projects on time and budget
- ✚ Providing high level of duty of care
- ✚ Efficient practices and processes that are collaborative
- ✚ Loving our work

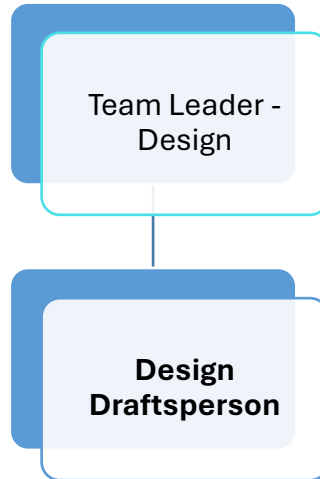


HEALTH & SAFETY:

All employees must carry the primary responsibility to ensure that the work they undertake or supervise is carried out safely and complies with all environmental, health and safety policies and procedures.

Employees must play their roles as stated in Occupational Safety and Health Act 2004 – Section 25 (c) - Duties of employees. This position is required to adhere to W/OHS rules as documented by the company and actively support the “Safety culture”. This includes things such as wearing PPE at all times within the designated areas and actively identifying & reporting all Physical, Environmental and Psychosocial hazards.

Organisation Chart



ACKNOWLEDGEMENT

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

I certify that I have read, understood and accept the duties, responsibilities, expected behaviours, and obligations of my position. I confirm that I have the skills and capability to safely and competently carry out this role.

Job Holder: _____

Date: _____

Direct Manager: _____

Date: _____