Job Title:	Engineer	, where	
Reporting to:	Team Leader - Design		
Job Holder:		BLUEFROG	
Location:	Mulgrave Office	ELECTRICAL & COMMUNICATIONS	
Effective Date:	October 2025		

OVERALL PURPOSE OF THIS POSITION:

The Engineer will be responsible for assisting in the design, planning, and documentation of electrical systems across a range of projects, from concept through to completion. The role requires a solid understanding of electrical design principles, strong attention to detail, and effective collaboration with internal teams and clients to deliver high-quality, compliant designs.

PRINCIPAL ACCOUNTABILITIES:

- Design of electrical systems for building, industrial, and infrastructure projects.
- ♣ Manage multiple high-level projects, ensuring timely and on-budget delivery.
- ♣ Preparation of detailed design drawings, schematics, and specifications using CAD tools.
- Ensure all designs meet regulatory, compliance, and safety standards.
- Conduct thorough quality reviews of designs and documentation.
- Build and maintain strong relationships with utility companies, clients, and contractors.
- Represent the organisation in client meetings, presenting technical concepts and proposals, where requested
- Collaborate with internal and external stakeholders to deliver integrated design solutions.
- Stay informed about advancements in electrical design and relevant industry trends.
- 4 Assist in the continuous improvement of design processes and workflows.
- Any other tasks or projects as directed by your manager.

SKILLS & QUALIFICATIONS:

- Degree in Electrical Engineering or a relevant field (desirable).
- Relevant qualifications for ESI Technical Officer, as per the role in the VESI matrix
- Current Victorian driver's license.
- ♣ 2-5 years' experience in electrical design
- Experience in UG/OH Electrical design and compliance processes.
- Demonstrated experience fostering client and stakeholder relationships.
- Proven ability to manage complex projects with competing deadlines.
- 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

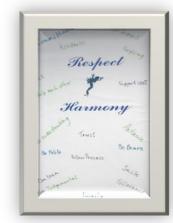
Blue Frog Design's mission is to be respectful towards one another working in harmony to be the best and the most effective collaborative and communicative Electrical and

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

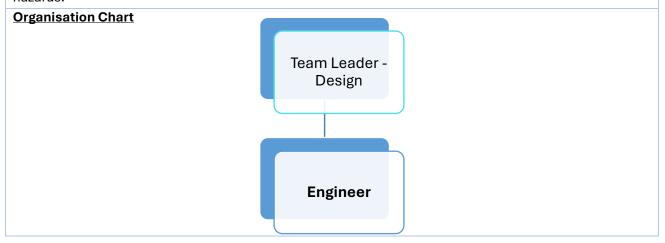


Values

In late 2018 Blue Frog Design conducted an internal workshop to establish Respect and Harmony. The poster below illustrates the words put together by its employees at the time.

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.



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 de	velopment of this role and the development of the business.	
•	cept the duties, responsibilities, expected behaviours, and ave the skills and capability to safely and competently carry out	
this role.		
Job Holder:	Date:	
Direct Manager:	Date:	