

Job Title:	Engineer
Reporting to:	Team Leader - Design
Job Holder:	
Location:	Mulgrave Office
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.
- ✚ 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.
- ✚ 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 Statement

Respect

Harmony

kindness
forgiving
support
trust
be brave
smile
tolerance
compassion
understanding
be nice
follow process
be team
be independent

Our aim is to be recognised for:

- ### Values

The poster below illustrates the words put together by its employees at the time.

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.

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graph TD; TL[Team Leader - Design] --- E[Engineer]
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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: _____