

## CAD Technician

Classification	Band 3 (Fixed 3 Years)
Team	Assets & Operations
Reporting to	Alasdair Turnbull Lead Project Manager
Location	North Central Victoria
Effective Date	27 June 2025

## Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

## What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

## Position overview

The Assets & Operations Group is focussed on ensuring the organisation remains adaptive and ahead of the climate and population changes by harnessing innovation, effective management of water resources together with the strategic planning and building of infrastructure. The Assets & Operations Group proactively generate business opportunities for the corporation by developing new insights through external collaborations and facilitate an innovative corporate culture to energise the corporation's innovation effort.

Coliban Water is currently delivering the Big Water Build - a once in a generation opportunity to deliver upwards of \$400 million in a capital works program over the next five to ten years. The CAD Technician will assist with the safe, efficient and compliant delivery of project and operational work. As part of the Big Water Build, a range of technical and complex renewal and upgrade projects will be delivered at both the Bendigo and Castlemaine WRPs.

On top of this capital works program, Coliban Water are assisting their contracted partners in delivering, on the ground plant operational activities. The CAD Technician will also be applying an understanding of treatment plant and equipment, in a day to day plant operations environment.

As mentioned above, Coliban Water are focussed on a culture of **Act**. By **Act** we mean, we are brave in our decision making and take action. The CAD Technician will help Coliban Water record crucial information and control design files for their treatment technologies and will assist in building confidence for capital expenditure and operational activity decisions.

The CAD Technician will be responsible for producing and maintaining high-quality technical drawings, models, and digital assets for water and wastewater infrastructure projects. This role supports project planning, design, construction, and asset management phases by translating engineering concepts into accurate 2D and 3D representations.

You will work collaboratively with engineers, project managers, surveyors, and site teams to ensure all drawing deliverables are accurate, timely, and compliant with regulatory and internal design standards. The role is critical to the successful design and delivery of key infrastructure assets such as water treatment plants, wastewater networks, stormwater systems, pipelines, reservoirs, and pump stations.

## Position dimensions

Capital and expenditure budget	In accordance with the organisational budget
Authorities/delegations	Please refer to the Financial Delegations Policy
Number of reports	0 - 3
Internal working relationships	Strategic Asset Management Team. Bendigo and Castlemaine WRP Program Team.
External working relationships	Service Stream, Specialist equipment suppliers, Water treatment consultants, Water/wastewater service committees, Coliban Water customers, Reuse Customers, Contractors

## Key result areas

Drafting:

- Prepare 2D and 3D CAD drawings, plans, sections and details using software in the AutoCAD suite
- Develop and revise layout drawings for civil, mechanical, and process piping systems in water and wastewater treatment facilities.
- Generate longitudinal sections, cross sections, grading plans, and utility layouts for water and sewer pipelines.

- Assist in the creation of 3D models for treatment plant design and spatial coordination.
- Produce as-built documentation from redline markups and site surveys.

#### Project Support:

- Collaborate with engineering teams during concept design, detailed design, and construction support phases.
- Interpret survey data, GIS maps, and utility plans to inform and support design work.
- Participate in site investigations and site visits where required, to support design development and verification.
- Assist with preparation of documentation packages for planning permits, design submissions, and construction approvals.
- Creation and submission of specifications, datasheets, manuals, scopes of work and associated tasks

#### Quality & Compliance:

- Ensure drawings conform to internal CAD standards, client specifications, and relevant codes such as WSAA, Australian Standards (AS), and local authority guidelines.
- Maintain rigorous file management, drawing registers, and document control using the software systems provided by the organisation.
- Conduct regular self-checking and quality reviews of drawing deliverables.
- Maintain awareness of current standards, regulations, and innovations in the water infrastructure industry.

#### Collaboration & Coordination:

- Communicate effectively with engineers, drafters, and project managers to coordinate design requirements and resolve conflicts.
- Support digital coordination and integration across disciplines, including civil, structural, mechanical, and electrical teams.
- Participate in design reviews, clash detection sessions, and technical meetings.
- Manage the relationship with the CAD software provider and manage the subscriptions and seats allocated to Coliban Water technical staff.
- Liaise with the Coliban Water IT department to ensure CAD software and licences are effectively deployed and managed

#### Strategic Asset Management Team Collaboration:

- Work closely with the Coliban Strategic Asset Management Team Configuration Manager
- Develop corporate procedures and policies for digital plant records management
- Assist in management of operation and maintenance manuals, digital plant records and change management processes.
- Assist with the integration of capital project documentation into the Strategic Asset Management Team's preferred management system.
- Educate technical staff and project managers within the organisation about CAD documentation management
- Ensure drawing and technical document and CAD standards are followed in all capital projects by becoming the centralised point of review for all incoming, updated CAD documents.

## Performance level

Action and accountability	This role is required to provide sound advice and recommendations. Advice is provided through drawing on policy, procedure, process and professional standards. This position is specialised in its field and supervision provides guidance and support only when needed.
Judgement and problem solving	This role makes decisions through considering a variety of alternatives. Considerations may include established management systems, standards, budget parameters and equipment. Problem resolution is a feature of this role and will require conceptualisation, development of ideas, detailed analysis and development of action plans.
Specialist knowledge and skills	Either: <ul style="list-style-type: none"> <li>Specialist knowledge and skills gained by way of a bachelor degree in engineering and a willingness and interest in pursuing a career as a drafter and CAD technician</li> </ul> Or <ul style="list-style-type: none"> <li>Specialist knowledge and skills with CAD software and drafting within this software, gained by way of technical training and/or industry experience.</li> </ul>
Interpersonal skills	This role is actively involved in influencing and convincing others in the pursuit or achievement of objectives. It will operate with tact and diplomacy in relation to sensitive issues.
Leadership level	The role will lead in the development and growth of a key business capability and core technical area. That is, the capability to <b>Act</b> , being brave in decision making because the right technical knowledge is present on the ground within Coliban Water.
Qualifications and experience	Either: <ul style="list-style-type: none"> <li>Substantial working knowledge and experience in engineering gained through a tertiary degree in engineering.</li> </ul> Or <ul style="list-style-type: none"> <li>Over two years of working knowledge and experience in CAD software and drafting within this software gained through industry experience.</li> </ul>

## Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Information security	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

## Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.

- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

## Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Excellent interpersonal skills.
- Excellent motivation for high quality work, backed up with a thorough and stable employment history.
- High level of accuracy and attention to detail.
- Strong organisational skills with the ability to manage multiple project deadlines.
- Strong written and verbal communication skills for effective collaboration.
- Willingness to contribute to a positive team environment and mentor junior staff if required.
- Purported technical knowledge demonstrated during interviews.
- Practical approach to engineering, focussed on plant operations problem solving.