

## POSITION DESCRIPTION

### 1. POSITION DETAILS

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| <b>Position Title:</b> | Graduate Engineer                              |
| <b>Division:</b>       | City Services                                  |
| <b>Unit:</b>           | City Infrastructure and Traffic and Operations |

### 2. ORGANISATIONAL RELATIONSHIPS

#### Position Title of Supervisors:

Senior Project Coordinator

#### Titles of Positions which report to this position:

Nil

#### Contractors for which this position is responsible:

Construction Contractors and Design Consultants and service providers engaged to deliver works programs and significant projects

### 3. PRIMARY PURPOSE OF POSITION

- Assist with the asset management and practices of Infrastructure managed by City Infrastructure and Traffic Operations
- Gain experience working in a professional, customer-focused organisation.

### 4. POSITION OBJECTIVES

The major objectives to be achieved by the Graduate Engineer are:

- Work across the design and construction departments to deliver asset condition monitoring, asset design, maintenance and upgrade programs delivered by the unit.
- Procurement of resources to assist with the delivery of the annual civil works programs.
- Design and construction administration of tasks associated with the annual civil works program.
- Assist with contract administration duties such as drafting contracts and cost control.
- Quality and safety auditing of civil construction works standards.
- Provision of professional verbal and written reports on civil construction projects.
- Assist the position supervisors in the development and implementation of appropriate operational systems and procedures to facilitate the operational objectives of City Infrastructure & Traffic Operations.

- Project scoping, budget estimation and the allocation of resources for works in order to meet time, quality and cost effectiveness in the delivery of the works program.
- Audit and report on worksite quality, safety and environmental work practices.
- Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

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## **5. POSITION ACCOUNTABILITIES**

- Ensure all administration tasks, safety checks and document management records are efficiently managed and up to date.
- Competence in the City's Corporate Asset Management System and develop skills in asset data input and provide team assistance.
- Ensure all works documentation is kept up to date in the corporate document management software and hard copy filed where required.
- Track project costings and reporting progress of their completion.
- Maintain records, registers and WHS systems as required by the Construction Services Manager and Construction Coordinator.
- Ensure responses to customer requests are provided in an accurate and timely manner to meet City standards and comply with City policies.
- Prepared to develop skills by performing other duties within all areas of City Infrastructure and Traffic Operations.
- Liaise with City staff to ensure that detailed, timely and accurate responses are provided for all project investigations.
- Procurement of goods and services procurement of services for the unit. The position will be required to assist in reconciling all creditor invoices and purchase orders through close liaison with the Accounts Payable Section.
- Administer service contracts for the unit.
- Provide assistance in other relevant duties as directed and which are consistent with the employee's role.
- Comply with and ensure awareness of all relevant legislation applicable to the performance of the duties of this position.
- Implement Council's EEO, WHS and Cultural Diversity Principles.
- Research and summarise information for report requirements.
- Adhere to all relevant council policies and procedures.
- Actively participate in all training and development activities as well as the City's performance management system.
- Identify opportunities for improvements in policy and procedure using creative problem solving techniques.

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## **6. WORK HEALTH & SAFETY RESPONSIBILITIES**

- Project Officers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability;

- Working safely so as not to put yourself or others at risk;
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented;
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development;
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities;
- Attending WHS training;
- Complying with the requirements of the City's Return to Work program;
- A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## **7. AUTHORITY TO ACT**

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## **8. ESSENTIAL AND DESIRABLE CRITERIA**

### **Essential Criteria**

- Degree in Civil Engineering (or related equivalent).
- Demonstrated high level written and oral communication skills.
- Awareness of high level customer service skills.
- Demonstrated experience in Microsoft Office, Word and Excel.
- Initiative driven – proven ability to think on your feet, with minimal supervision, quick learner.
- Demonstrated commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity and Inclusion principles.
- Current Class C Driver's Licence.

### **Desirable Criteria**

- Experience in local government asset management services.
- Experience in preparing works programs including prioritizing and budgeting
- Experience in preparing engineering specifications, designing pavements and other local government infrastructure.