



POSITION DESCRIPTION

Position Title	Graduate Engineer
Position Code	1418
Directorate	Infrastructure Planning and Delivery
Work Group	Asset & Development
Position Classification	Band 5
Effective Date	July 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport, and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest, and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems, and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

To assist in providing engineering design and technical support for road & drainage projects, preparing engineering specifications, customer action requests, and providing general engineering support to the Infrastructure Services department.

2. Working Relationships

Reports to	Senior Design Engineer
Supervises	N/A

3. Key Responsibilities

- 3.1** Investigate, analyse, and prepare infrastructure and civil designs, drawings, cost estimates and contract documentation.
- 3.2** Check engineering designs and specifications submitted by consultants for compliance with relevant Acts, Regulation, Council policies and the Infrastructure Design Manual (IDM).
- 3.3** Assist with the preparation of contract specifications and cost estimates.
- 3.4** Assist with tender evaluations, supervision, and contract administration for various projects.
- 3.5** Investigate Customer Action Requests and recommend appropriate action including preparation of design plans, response letters and correspondence.
- 3.6** Assist with inspections for driveway crossover requests, and subdivision construction inspections as required.
- 3.7** Assist with capital project delivery from time to time.
- 3.8** Undertake other duties as directed by the Manager which are reasonably required by the Department.

4. Core Physical Requirements

- 4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.2** Capacity to work in an outdoor environment for varying periods of time
- 4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.4** Ability to drive a standard motor vehicle.

5. Accountability and Extent of Authority

- 5.1** Provide support to the Technical Services Coordinator in relation to engineering works and other technical services projects.
- 5.2** Subject to supervision and in accordance with Council policy and procedures provide engineering advice to customers, contractors, and developers in the carrying out of various engineering projects.

6. Judgement and Decision Making

- 6.1** Use of alternative methods or processes selected from a range of such methods available.
- 6.2** Capacity to resolve problems by using judgement, originality, and creativity to apply developed techniques to new and complex situations.
- 6.3** Guidance and advice are always available within the time required to make a choice.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1** An aptitude to gain a good understanding of and ability to apply civil engineering principals.
- 7.1.2** Some knowledge of budgeting and estimating computations.
- 7.1.3** A basic understanding of policies, regulations, and precedents in the context of a local government engineering role.
- 7.1.4** Experience in the use of Microsoft Office programs, civil engineering computer design programs and internet.
- 7.1.5** Knowledge of AutoCAD and Trimble total stations are desirable.

7.2 Management Skills

- 7.2.1** Skills in managing time, setting priorities, and planning and organising one's own work.
- 7.2.2** A knowledge and understanding of Occupational Health and Safety practices and ability to apply such practices.

7.3 Interpersonal Skills

- 7.3.1** The ability to effectively communicate and cooperate with external and internal customers.
- 7.3.2** The ability to write clear concise reports and to prepare appropriate external correspondence.

8. Qualifications and Experience

- 8.1** Tertiary qualifications in civil engineering that provide eligibility for Graduate Membership of the Institution of Engineers Australia.

9. Key Selection Criteria

- 9.1** An appropriate tertiary qualification in civil engineering, eligible for Graduate membership of the Institution of Engineers Australia.
- 9.2** Demonstrated experience using engineering software and the ability to use Microsoft Office suite including Word and Excel.
- 9.3** Sound interpersonal and customer service skills.
- 9.4** Demonstrated technical knowledge and skills in relation to municipal civil works.
- 9.5** Demonstrated knowledge and skills in relation to specification preparation and contract management.

9.6 Demonstrated written skills in dealing with technical issues relating to civil engineering.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature

Date:
