

POSITION TITLE: Graduate Engineer (Design) **POSITION NO:** 2214

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 3 to 5 (dependent on qualifications and experience)

CERTIFIED AGREEMENT: Officers – 2011 **AWARD:** QLGA

DEPARTMENT: Infrastructure

BRANCH: Infrastructure Planning

REPORTS TO: Principal Engineer (Design)

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation - Encouraging an innovative and resourceful workplace.

Ethical Conduct - We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision - This is the driving force behind our actions and responsibilities.

Excellence - Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

Undertake engineering investigations, the design of Council's civil capital works program and to provide engineering technical assistance in a professional and efficient manner.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Prepare engineering designs using civil design packages (AutoCAD, 12D, Drains) methods in accordance with the relevant standards, technical publications, guidelines and "best design" practice.
2. Liaise with the Principal Engineer Design on the engineering requirements for project delivery.
3. Prepare estimates of cost and necessary project documentation to facilitate the delivery of works.
4. Liaising with internal and external stakeholders on items impacted by the civil capital works program.
5. Ensure that all data and information is presented and stored in an appropriate manner to allow efficient recall and accurate, valid interpretation.
6. Contribute to the development of policy and procedural development as required.
7. Maintain an awareness of relevant industry standards.
8. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in a relevant field (e.g. Bachelor Degree in Civil Engineering) (desirable)
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)

4. KEY SELECTION CRITERIA

1. Relevant experience with civil design, including surveying, drafting, project coordination and contract administration.
2. Sound experience in preparing civil engineering designs, including roadworks, water mains and drainage designs.
3. Proven ability in developing schedules as well as sound literacy and computer skills in software programs associated with civil engineering.
4. Ability to establish work priorities, meet deadlines and work effectively within a team environment.
5. Good communication focused on the provision of quality customer service, interpersonal and public relations skills.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 