



Job and Person Specification

Position:	Graduate Engineer (Civil)
Department:	Works & Infrastructure
Reports to:	Project Engineer
No of Direct Reports:	Nil
Award / Level:	Professional Level 1-2
Date:	TBA

Position Objective

The Graduate Engineer (Civil) provides engineering support to the planning, design, delivery and maintenance of Council's infrastructure assets.

Working under the general guidance of the Project Engineer, the role undertakes tasks across asset management, project delivery and development assessments. The position contributes to effective outcomes by undertaking analysis, preparing technical documentation and supporting the delivery of compliant engineering solutions.

The role supports the development of professional engineering capability, with increasing responsibility and autonomy in line with experience, and provides a pathway toward independent professional practice within local government.

The position will require adherence to our organisational values of "Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions."

1. Infrastructure & Asset Management

- 1.1. Assist with asset inspections, condition assessments, and data collection.
- 1.2. Maintain and update asset data within Council systems, including GIS and asset management.
- 1.3. Support the preparation of documentation for asset planning, renewal programs, and capital works.

Performance Measures:

- a) Asset data, documentation, and systems are maintained and updated in Council systems, in a timely manner.
- b) Information inputs provided support effective asset planning and analysis.

2. Engineering Support & Technical Advice

- 2.1. Undertake engineering assessments, analysis, and calculations, in accordance with relevant standards.
- 2.2. Prepare technical documentation, reports, and recommendations for review.
- 2.3. Support development of designs, drawings, and specifications.
- 2.4. Apply relevant standards, codes, and engineering guidelines to assigned tasks.

Performance Measures:

- a) Engineering assessments, calculations, and technical documentation are accurate and prepared in accordance with relevant standards.

- b) Technical outputs are delivered within agreed timeframes and support effective review and decision-making.

3. Project Delivery & Contract Management

- 3.1. Support the delivery of infrastructure projects, including assisting with scoping, documentation, and procurement activities.
- 3.2. Assist with procurement processes, including preparation of schedules, cost inputs, and supporting documentation.
- 3.3. Participate in site inspections and contribute to construction monitoring.
- 3.4. Identify and escalate project risks, issues, and variations in accordance with established procedures.

Performance Measures:

- a) Assigned project tasks are completed accurately and within agreed timeframes under guidance.
- b) Site observations and project documentation are recorded clearly and support compliant project delivery.

4. Development & Subdivision Assessment

- 4.1. Assist with the assessment of engineering aspects of development and subdivision applications.
- 4.2. Review submitted documentation for completeness and compliance with relevant engineering standards.
- 4.3. Support responses to technical queries from internal and external stakeholders.
- 4.4. Assist with site inspections and compliance checks associated with development approvals.

Performance Measures:

- a) Development documentation is reviewed accurately and within required timeframes.
- b) Contributions support consistent and compliant assessment outcomes.

5. Financial & Resource Management

- 5.1. Contribute to monitoring expenditure for assigned tasks or projects using Council financial systems.
- 5.2. Assist in the accurate recording of cost data, forecasts, and variation information.
- 5.3. Maintain accurate records and complete supporting documentation to meet audit and capitalisation requirements.

Performance Measures:

- a) Project cost data and supporting documentation are accurate and maintained in accordance with Council requirements.

6. Stakeholder Engagement

- 6.1. Assist with engagement and coordination with project stakeholders, including contractors, consultants and operational teams, including attending meetings, as required, to support effective and compliant project delivery.

Performance measure:

- a) Communication with team members and stakeholders is timely, professional, and supports effective coordination of tasks and activities.

7. Policy, Standards & Compliance

- 7.1. Assist with the implementation of engineering policies, standards, Council Policies, and procedures.
- 7.2. Support compliance activities and undertake engineering inspections as required, including completing assigned checks, maintaining records, and escalating non-conformances and risks for review by the Project Engineer.
- 7.3. Contribute to continuous improvement through feedback and identification of process improvement opportunities.
- 7.4. Undertake periodic engineering and compliance inspections of St Helens Aerodrome under supervision in accordance with CASA Manual of Standards (MOS) Part 139 requirements.

8. Work Health & Safety (WHS)

- 8.1. Comply with Council's Work Health and Safety policies, procedures and legislative requirements.
- 8.2. Assist with identifying and reporting hazards, incidents and risks in accordance with Council policies and procedures.

Selection Criteria/Person Specification	
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> • Tertiary qualification in civil engineering or a closely related engineering discipline, recognised in Australia. • Minimum of one (1) year experience in a graduate civil engineering role. • Demonstrated understanding of engineering principles and the ability to apply these in a practical environment. • Demonstrated interest in local government infrastructure and asset management (desirable). • Familiarity with GIS, CAD or asset management systems (desirable). • Experience in providing Asset Management support, engineering assessments, project delivery, asset support, development assessment support, stakeholder engagement, and driving continuous improvement outcomes (desirable). • Exposure to project delivery, procurement or construction environments (desirable).
CRITERIA KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Ability to analyse information and contribute to technical problem-solving. • Ability to manage assigned tasks, meet deadlines and follow direction • Excellent written and verbal communication skills, including the ability to prepare technical documentation. • Ability to work collaboratively within a team environment • Commitment to continuous learning and professional development
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrates professionalism, integrity and a willingness to learn • Communicates effectively and building positive working relationships • Contributes to a collaborative and positive team environment • Takes a proactive and solutions-focused approach to tasks

DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> • Works under the direction of the Project Engineer, with responsibility for assigned tasks and limited decision-making authority, with outputs subject to review and approval.
JOB REQUIREMENTS	<ul style="list-style-type: none"> • Current Australian driver's licence – Class C • White Card (or ability to obtain) • National Conviction Check
EEO	<ul style="list-style-type: none"> • Ability to understand and comply with Council policies relating to Equal Employment Opportunity, discrimination, harassment and appropriate workplace behaviour.
TRAINING	<ul style="list-style-type: none"> • As identified

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To access information within Council's systems only as required for their role

Employee Signature: _____ Date: ____/____/____

Approved By Departmental Manager: _____ Date: ____/____/____

Approval By General Manager: _____ Date: ____/____/____

Date Created: ____/____/____

Date Reviewed: ____/____/____