

POSITION DESCRIPTION

Trainee Civil Engineer (POS 1239), (POS1184)

Directorate:	Infrastructure & Environment,	Department:	Civil Construction & Investigations and Design
Position Grade:	T4 - T10	Reports to:	Coordinator
Last review:	November 2020	Next review:	November 2021
		Version No.:	2.0

Position purpose:

To develop professional engineering skills within Local Government and to equip undergraduate engineers with skills and knowledge in the civil engineering discipline.

Key accountabilities/responsibilities:

Complete a structured training and development program that will include undertaking part-time study and gaining on-the-job experience in the work areas of Infrastructure & Environment. The position will include rotation within the various sections of Infrastructure & Environment. Duties will be assigned based on skills and experience. Responsibilities may include but will not necessarily be limited to the following:

- 1) Satisfactory academic progress and completion of a civil engineering degree with academic progress will be reviewed at the end of each semester
- 2) Provide engineering input in the design and development of civil engineering projects
- 3) General administrative duties
- 4) Assist in project management and contract supervision
- 5) Assist in managing project costs
- 6) Develop knowledge of relevant policies and regulations
- 7) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 8) Other duties within the limits of skills and competence as directed

Decisions made in the position:

Position does not require specific decision making except for decisions of very minor nature

Decisions referred:

Not applicable

Key issues/challenges:

- 1) Completion of work activities to a professional standard within agreed timeframes.
- 2) Prepare and document work in accordance with technical detail, specification and Quality Assurance procedures

Key working relationships:

- Managers
- Coordinators
- Internal stakeholders
- Engineers
- Site Inspectors

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- 1) Satisfactory completion of at least two (2) semesters of a Civil/Environmental Engineering Degree Course or Associate Diploma at an accredited University or TAFE College
- 2) Current Class C Drivers Licence

Experience

- 1) The ability for accuracy and attention to detail
- 2) The ability to comprehend and follow instructions
- 3) The ability to work with limited supervision and meet deadlines
- 4) Experience and ability to work in a team environment
- 5) A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications

Knowledge and Skills

- 1) Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- 2) Ability to develop knowledge of Local Government, Roads & Maritime services and Austroads Standards and Practices
- 3) Ability to take initiative and be a self-starter
- 4) Excellent written and verbal communication skills and excellent presentation skills
- 5) Develop a sound knowledge of continuous improvement processes and techniques
- 6) Excellent time management skills

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- 1) Keep abreast of engineering practices, Australian Standards, Guidelines and Codes of Practices and Procedures.
- 2) Survey practices, data collection and plan production.
- 3) Undertake civil engineering design and plan production.
- 4) Undertake investigations for design activities.
- 5) Prepare cost estimates and reports.
- 6) Ability to problem solve

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous