

Undergraduate Engineer – Infrastructure Services

Reports to	Team Leader – Traffic and Transport Engineering	Direct Reports	Nil
Classification	Band 4		
Position number	556321		

What will you do?

Service Delivery

This position will work and gain experience in the field of civil engineering by performing the following, (but not be limited to):

- Assist City Infrastructure Services business units under the direction and supervision of the Manager/Supervisor, in various functional areas of traffic, drainage, maintenance, design, construction and project management.
- Engineering survey and design.
- Research and data analysis.
- Project manage minor projects such as new street lighting, road and drainage design and maintenance, footpath construction, traffic management and road safety measures.
- Participate and assist in the supervision of minor works and contracts.
- Customer relations.
- Undertake technical investigations prepare correspondence to customers on various engineering and technical matters.
- Investigate, inspect and collect site data for design purposes.
- Develop an understanding of operations and maintenance procedures and processes.
- Carry out any other activities associated with civil engineering, construction and asset maintenance as required, within competencies.
- Place, collect and analyse data and results from traffic counters.

Systems and processes

- You will be required to work within defined legislation, standards and policies.
- Manage Council's traffic counter system, Traffic Calming device and other equipment, as required.
- Use Council's Total Station survey equipment including production of base plans for design.

Who are you?

- A high performing motivated individual with an eye for detail and problem solving.
- Currently undertaking an approved Civil Engineering degree course and:
 - a) Have successfully completed a minimum of two years of the course at the time of applying.
 - b) The course requires you to complete mandatory on the job training/experience.
- Must be currently undertaking an approved Civil Engineering degree course and have successfully completed a minimum of two years of the course at the time of applying.
- Excellent oral and written communication skills
- An ability to work as part a team delivering services to the public.
- Strong ability to work within required timeframes
- Good customer service skills.
- Willingness to learn rapidly and be adaptable to the demands of competing work priorities and changing operational requirements.
- Be able to autonomously manage your time, set priorities, and complete tasks.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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- Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to engineering

People

- Build and maintain internal and external relationships.
- Ability to build rapport to gain cooperation and assistance from others.
- Working within Manningham Council's Values.
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What are the Key Responsibilities?

Service delivery	<ul style="list-style-type: none"> • Assist with a variety of engineering related work in design, operations, maintenance and construction as allocated by the responsible Manager/Supervisor • Assist engineering and technical staff in other City Services units, as directed by the Manager/Supervisor • Develop competency in the use and understanding of survey equipment • Participate and assist in the supervision of minor construction works and contracts • Assess applications for Point of Discharge and undertake the necessary administration and customer service • Administer placement, collection and analysis of results from TrafficCalm devices and automatic traffic counters • Assess street lighting requests, undertake associated customer service and implement improvements where necessary. • Undertake technical investigations, research and prepare background information for correspondence and reports on various engineering and technical matters as required. • Respond and prepare timely responses to Council decisions, current projects, general requests, customer letters and other unit enquiries. Carry out all works in accordance with Council's Management System and business requirements • Build and maintain internal and external relationships, including ability to communicate with employees and members of the public to resolve problems. • Communicate with all levels of staff and the community to gain cooperation and assistance in the administration of relevant service • Produce civil designs using AutoCAD / Civil 3D, for selected drainage, road, footpath and traffic projects • Assist with preparation of contract documentation for the undertaking of selected Capital Works projects • Coordinate the delivery of minor projects and tasks allocated by the Manager/Supervisor and effectively carry out the functions. Utilise Microsoft Office, GIS and other office systems. Report and where feasible, act upon any problems relating to product and system quality and safety • Provide support to ensure up to date record monitoring and customer service request systems • Undertake manual traffic and pedestrian counts, as required • Undertake other duties as directed by the Manager/Supervisor as are reasonably within the limits of the Cadet Engineer's skills, competence and training.
Systems and process	<ul style="list-style-type: none"> • Undertake continuous improvement activities to ensure efficient and effective work systems and practice • Work within defined systems and processes, standards and policies
People	<ul style="list-style-type: none"> • Build and maintain internal and external relationships, including ability to communicate with employees and members of the public to resolve problems. • Communicate in writing and verbally with the community to gain cooperation and assistance in the administration of relevant service Model Manningham City Council's values.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Responsible for carrying out the functions and duties assigned by the Manager/Supervisor in accordance with Council's Management System and business requirements. Ability to undertake tasks allocated and produce outputs required by the position within the allocated timeframe. Ability to set up, administer and analyse results from various field surveys. Responsible for ensuring the effective provision and delivery of services to internal and external customers.
Judgement and decision making	<ul style="list-style-type: none"> Ability to assess situations and solve problems by using one's initiative and show judgement as to when to contact/advise immediate supervisor. Hazard identification and ability to adopt safe working practices and taking corrective action where required.
Specialist knowledge and skills	<ul style="list-style-type: none"> Enrolled in and undertaking tertiary education relevant to becoming a qualified Civil Engineer. Have experience in the use of 'CAD' design software, word processing and other software packages Knowledge and understanding in the delivery of field survey services. Ability to assess, determine and administer Points of Drainage Discharge, as required. Ability to prioritise and organise workflow to achieve performance criteria requirements Application of guidelines, standards, regulations and codes to relevant work.
Management skills	<ul style="list-style-type: none"> Ability to manage time, plan and organise work to complete allocated tasks within required timeframes. Capability to organise resources to effectively and efficiently achieve the key responsibilities and requirements of this position.
Interpersonal skills	<ul style="list-style-type: none"> Good oral and written communication skills. Ability to communicate effectively with fellow staff, community, contractors and external agencies. Ability to work independently as well as work as a member of a team. Capability to provide high levels of customer service. Desire to learn and be self-motivated.
Qualifications and experience	<ul style="list-style-type: none"> Currently undertaking an approved Civil Engineering degree course and: <ol style="list-style-type: none"> Have successfully completed a minimum of two years of the course at the time of applying. The course requires you to complete mandatory on the job training/experience. Demonstrated experience in Microsoft Office and basic knowledge of CAD Hold a valid drivers license for Victoria.