

Melton City Council

# Engineer (Graduate)

Position Description

PD: 00078

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Engineer (Graduate)
Directorate	City Delivery
Business Unit	Capital Delivery
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement 10 2022 - 2026 or any successor enterprise agreement.

## 2. Organisational relationships

Reports to	Infrastructure and Design Coordinator, Infrastructure Planning Coordinator, Civil Operations Coordinator, Capital Projects Coordinator, Assets and GIS Coordinator
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none"><li>• All Staff</li></ul>
External liaisons	<ul style="list-style-type: none"><li>• Residents including traders and community groups</li><li>• Contractors</li><li>• Government Agencies</li><li>• Local Government Officers</li><li>• Service Authorities</li><li>• Consultants</li><li>• Developers</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at



the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

## 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

### 4. Position objectives

- Apply engineering skills and knowledge in the area of Civil Design, Traffic Engineering, Construction and Maintenance, Capital Projects delivery and Asset maintenance to ensure that industry Best Practices are met.

### 5. Key responsibility areas

- To undertake the Graduate Engineer work plan within each of the business units that includes achieving set learning within the following fields.
- Respond positively and punctually within specified timelines to customer enquiries and requests and adhere to the performance standards adopted in the Customer Service Charter.
- Undertake and assist engineering staff with traffic management issues that may include investigations, reports, correspondence and support in all areas including traffic related issues, parking, pedestrian movement, DDA compliance, traffic counts, street lighting etc.
- Undertake general engineering investigations including the design and drawing of minor civil projects as directed using AutoCAD.
- Process and administer engineering applications (e.g. build over easements, Council Consent for Works).
- Procure, schedule and supervise projects included in Council's capital civil works program.
- Assist in the planning, programming, administration and improvements as they relate to Council's capital works program in parks, open-spaces and building facilities.
- Road and drainage maintenance, open space maintenance, minor capital works delivery, work within road reserve, emergency management and waste services.
- Process engineering drawings for staged subdivision developments in accordance with Council requirements, the Subdivision Act and other statutory regulations.
- Process Planning and Service Authority Referrals in line with Council requirements.
- Undertake asset lifecycle activities including the preparation of revaluations, Condition Audits of Council Assets, participate in Asset renewal programs, processing minor capital asset handovers and data maintenance.

### 6. Accountability and extent of authority

- Exercise authority in accordance with Council's policies/criteria and engineering principles including the authority to negotiate on behalf of Council.
- Procurement of services in line with Council's Purchasing Policy.
- Monitoring contractor's performance as Council's authorised representative.

- Ensuring public safety and safety of work personnel.
- Monitoring and maintenance of budgetary controls relating to assigned projects.
- Processing engineering drawings, Planning referrals and service authority referrals within the statutory or set time frames.

## 7. Judgement and decision making

- Methods and procedures utilised in the implementation and delivery of Capital Works Program.
- Recommendations made to Design & Infrastructure Coordinator on matters not currently within budget parameters and policy/procedural guidelines.
- Solve technical problems and undertake original investigations.
- Initiative and judgement in the provision of specialist advice on policies in relation to the engineering.
- Method, procedure, equipment and plant to be used on direct works projects based on technical knowledge and experience.
- Interpret policies, regulations and Acts to be used in the proof checking of Engineering plans and Service Authority referrals.

## 8. Specialist skills and knowledge

- Understanding of the principles of engineering design, construction and maintenance techniques in relation to roads, drainage, buildings, parks and open space assets.
- Experience in various computer packages including MS Office, internet and CAD software.

## 9. Management skills

- Manage time, including setting priorities, planning and organising own workload to complete assigned tasks with specified guidelines under the supervision of the Coordinator.

## 10. Interpersonal skills

- Communicate technical matters clearly and concisely, in writing and orally, with a diverse range of people.
- Gain co-operation, trust and confidence of staff, consultants, contractors and members of the community from diverse background and cultures.
- Identify customer/stakeholder's needs and expectations, decide appropriate action and respond accordingly.
- Analyse information and alternatives in order to formalise solutions to problems.
- Organise, address, conduct and report to and from meetings.
- Work well within a team environment.

## 11. Qualifications and experience

- Tertiary qualification in Civil Engineering current enrolment in Civil Engineering Course, which would qualify the applicant for membership of the Institute of Engineers of Australia, is the minimum qualification requirement.
- Experience in various computer software packages including Microsoft office and CAD.
- A current valid Victorian driver's licence.

## 12. Key Selection Criteria



1. Tertiary qualification in Civil Engineering current enrolment in Civil Engineering Course, which would qualify the applicant for membership of the Institute of Engineers of Australia, is the minimum qualification requirement.
2. Understanding of the principles of engineering design, construction and maintenance techniques in relation to roads, drainage, buildings, parks and open space assets.
3. Demonstrated ability to gain co-operation, trust and confidence of staff, consultants, contractors and members of the community from diverse background and cultures.
4. Well-developed verbal and written communication skills.
5. Demonstrate excellent time management/organisational skills.
6. Demonstrated experience in various computer packages including MS Office, internet and CAD software.
7. Current valid Victorian Drivers Licence.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Manager Engineering  
Services

July 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

