

Melton City Council

Student GIS Engineer

Position Description

PD: 00058

A thriving community
where everyone belongs



1. Position details

Position Title	Student GIS Engineer
Directorate	Planning & Development
Service Unit/ Department	Engineering Services
Position Classification	Band 4
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Asset Management & GIS Coordinator Civil Operations Coordinator
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• All Staff
External liaisons	<ul style="list-style-type: none">• Contractors• Local Government Officers• Consultants• Developers

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. 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.

5. Child Safe Environment

Melton City Council is committed to ensuring a Child Safe environment.



4. Position objectives

- Assist & support the day to day functions of the Engineering Services team.

5. Key responsibility areas

- Update corporate systems with data updates from external agencies and the provision of data to third parties (Government agencies, Utilities and Consultants)
- Improve the integrity of information held within Council's Asset Management Systems and Geographic Information Systems, by participating in quality assurance programs, and documenting metadata.
- Collate, capture & digitise Council's asset data (location and associated attributes) into Council's Asset Management Systems and Geographic Information Systems for the benefit of the Organisation and external clients.
- Support the ongoing development and maintenance of Council's Asset Management Systems (AIMS) and Geographic Information Systems (GIS).

6. Accountability and extent of authority

- Ensure the accuracy and integrity of the assets and other spatial data within Council's Asset Management Systems and Geographic Information Systems.
- Carry out tasks and requirements as directed by the Asset Management and GIS Coordinator
- Review and update procedure manuals for Council's Geographic Information Systems and Asset Management Systems.
- Ensure quality information is supplied to internal & external liaisons.

7. Judgement and decision making

- Make recommendations relating to operational and process improvements, and on matters not currently within budget parameters and policy and procedure guideline.
- Provide solutions to problems using technical knowledge that relate to immediate work tasks, and with regard to organisational and operational constraints.
- Make recommendations to ensure the accuracy and integrity of assets and spatial information within Council's Asset Management System and Geographic Information Systems.

8. Specialist skills and knowledge

- Basic skills and knowledge in using desktop Geographic Information Systems (GIS) for data creation, data capture, map production and analysis, and mobile, mapping applications for field data collection.
- Experience in various computer packages including desktop GIS packages, MS Office and CAD software.

9. Management skills

- Manage time, including setting priorities, planning and organising own work load 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

- Current enrolment in Civil Engineering, Geospatial Science, Computer Science or similar course.
- Current valid Victorian Drivers licence.

12. Key Selection Criteria

1. Current enrolment in Civil Engineering, Geospatial Science, Computer Science or similar course.
2. Understanding of the principles of engineering, Geographic Information Systems (GIS) and Asset Management.
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 AutoCAD, desktop GIS packages and MS Office.
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

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

