

Position Description

Engineer - Graduate



Position Title	Engineer - Graduate	Position Number	3105
Division	Engineering	Unit	Water and Wastewater
Job Grade	6	Award Base	35 Hours
Reports To	Engineer – Planning and Systems	Direct Reports	0
Revised/Created	October 2019 – Created		

Primary Objective

- Provide support to Engineers in a diverse range of Planning, Policy, Design, Construction, Contract Management, Project Management, and Operations in the areas of Roads, Drainage, Water Supply, Sewerage, and Floodplain Management.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Position Description

Engineer - Graduate



Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Water and Wastewater Business and Assets Unit:

The Water and Wastewater Business and Assets Unit is one of five within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning, asset management, and the capital delivery, of Water Supply and Wastewater systems and also includes the Tweed Laboratory Centre.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The Position

The position allows the incumbent to work within a number of units and sections within the Engineering Division with the aim of providing a broad exposure to Local Government Engineering that will enhance the incumbent's career progression.

The roles the position may fill include:

- Assistant Water and Sewerage Operations Engineer
- Water and Sewerage Engineer**
- Construction Engineer
- Contracts Engineer
- Project Engineer
- Infrastructure Engineer
- Traffic and transportation Engineer

The role of the position is to support the Engineer - Planning in providing input to developing and maintaining water and sewerage growth related strategic programs and in providing investigating technical issues in relation to development and planning of Council's Water Supply Conveyancing and Reticulation System and Sewerage Reticulation and Conveyancing Systems

It is essential that the incumbent possess a willingness to learn and adapt to various work environments.

Competence in written reporting and verbal communication in plain colloquial English is required as the research and liaison components of the position may involve regular interaction with consultants, contractors, other staff and the public.



Position Description

Engineer - Graduate



The incumbent is expected to participate in the personal performance management and organisational and personal development activities appropriate to the level of responsibility set by the Job Grade.

There may be opportunities for acting in higher positions relieving within the Division from time to time.

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. People Management	<ul style="list-style-type: none"> • Undertake frequent coordination of and communication with other workers to gain cooperation for work production or service quality • Ensures staff compliance with all requirements of Council policy/protocol and operational requirements within area of control. • Resolving minor conflicts between staff, management, other Tweed Shire Council staff and members of the community
2. Administration	<ul style="list-style-type: none"> • Anticipate and pre-empt customer requirements and do utmost to meet these. • Define, assess and approve external orders to level of delegation in accordance with relevant Council Policies. • Utilise Council's information management systems including ECM, Finance One and geographical information system. • Prepare reports and recommendations to senior engineers, managers, and directors. • Ensure information collected as part of project work is incorporated into in relevant management systems
3. Budget	<ul style="list-style-type: none"> • Prepare estimates for of costs for projects and activities. • Manage project budgets up to \$0.5 million. • Provide input to the review and development of Budgets.
4. Policy	<ul style="list-style-type: none"> • Contribute to the development of Corporate Policies, Protocols and Procedures. • Ensure compliance with policy and standards.
5. Development Engineering	<ul style="list-style-type: none"> • Assess water supply and sewerage aspects of referred development applications and recommend conditions of consent • Assess applications under S68 of Local Government Act for water supply and

Position Description

Engineer - Graduate



Key Responsibility Areas	Associated Key Duties
	<p>sewerage works</p> <ul style="list-style-type: none">• Provide written and verbal advice in relation to hydraulic capacity and other related matters in water supply and sewerage policy development• Develop and evaluate strategies for the interface and enhancement of water and sewerage conveyancing and reticulation systems for the development• Prepare letters and memos related to development assessment matters• Provide input into development standards
6. Asset Management	<ul style="list-style-type: none">• Coordinate the collection and validation of operational performance, network and asset data required by the position and ensure it is recorded in relevant management system• Analyse pump station test data interpret results and advise on pump performance, corrective actions and replacements.• Assist in development and implementation of the Water and Sewer new capital and asset renewal programs

As a member of the Water and Wastewater Unit, the position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Position Description

Engineer - Graduate



Organisational and External Relationships

Organisational Relationships

- To liaise with most units of Council both indoor and outdoor and Councillors to achieve goals and objectives of the position.
- To offer an engineering regulatory service to other divisions of Council with the key role of ensuring that new public infrastructure provided within these developments complies with recognised standards.

External Relationships

- Liaise and negotiate with professional engineers, surveyors, town planners, contractors, government agencies and members of the public to ensure quality customer service and operational compliance.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Delegations and Authorities

Designated Person

This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

Position Description

Engineer - Graduate



Required Personal Attributes, Knowledge and Competence

Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Bachelor of Civil Engineering or related field eligible for membership of IE Aust.
2. Current NSW Drivers Licence Class C or equivalent
3. Demonstrated sound level of competence/knowledge in
 - a. Civil Engineering including design, construction, operation and maintenance activities
 - b. Contract and/or project management and the ability to manage multidiscipline engineering projects
 - c. Local government engineering infrastructure, in particular water supply and sewerage conveyancing and reticulation systems
4. Infrastructure asset management.
5. Demonstrated sound written and oral communication skills including technical report writing, business letters, memos, liaison, and conflict resolution.
6. Demonstrated well developed research, analysis, creative problem solving and program implementation ability and skills.
7. An understanding of Geographical Information Systems (GIS) and their use in an infrastructure engineering environment including the preparation of maps, diagrams and figures.

Desirable:

8. Demonstrated knowledge of the Roads Act, Protection of the Environment Operations Act, Water Management Act, Environmental Planning and Assessment Act, Local Government Act and other legislation and regulations which impinge on the key functions of the Unit.
9. Demonstrated knowledge of current Environmental and WHS management and legislative requirements.