

Position Description



Job Details

Job Title:	Graduate Engineer (Traffic)
Reports to:	Traffic & Transport Coordinator Design Services Coordinator
Directorate:	City Delivery
Position Number:	IO0005
Grade:	4
Date:	April 2023
Objective Doc Ref:	A1631000

Position Purpose/Job Summary

The purpose of this position is to provide professional engineering services and the application of a range of professional skills in engineering to undertake investigations, develop project scopes, respond to enquiries, provide solutions to design issues, consult with stakeholder, and undertake minor projects under supervision in addition to other miscellaneous activities as required.

This position will allow the Graduate Engineer to gain practical engineering experience and assist in providing effective and efficient services to Council and the community.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Developed verbal, written communication and research skills for technical reports, general correspondence, and grant applications.
- Fluency and self-reliance with Microsoft Office applications and capability specialised engineering software packages.
- Working knowledge of relevant engineering policies, procedures, standards, guidelines, and practices (e.g., TfNSW, Austroads, Australian) and the ability to interpret the information into a useable format for use in devising solutions to problems.
- The ability to organise and prioritise work whilst adapting to competing demands.
- Basic knowledge of Project Management including:
 - contract management
 - preparing resource estimates - labour, plant, and materials
 - budget preparation
 - community consultation
- Knowledge of engineering practices including.
 - traffic facilities design
 - transport planning
 - civil design

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Selection Criteria - Knowledge, Skills, Qualifications and Experience required	
Job Specific Skills	
General	Branch Awareness Resource & Project Management Conflict Resolution Interpersonal Skills Manages and Organises Information Technology Problem Solving Technical Skill Project Management
Job Family Specific Operations	Civil Engineering
<u>Qualifications</u>	
<i>Education:</i>	
Minimum	Degree or completing the final year in Civil Engineering or equivalent
<i>Licences/Tickets/Affiliations:</i>	
Minimum	New South Wales Drivers Licence Class 1C (Motor Car)
Desirable	Graduate Membership of Engineers Australia

Key Accountabilities – Position Specific
1. Technical investigations from the initial detailed study to recommended action. This includes project management, site inspections, requesting additional information, generating and analysing options, consulting with community stakeholders, and preparing recommendations.
2. Planning studies including seeking additional services, analysing information using modelling, developing maps and concept plans, undertaking stakeholder consultation, and preparing cost analysis.
3. Handling enquiries from interpreting nature of an enquiry to sending a response to the enquiry. This includes logging enquiries, undertaking investigations, site inspection, determining actions required and generating any service requests/work orders if required.
4. Project management of projects from initiation (project management) to maintenance. This includes grant funding management, seeking additional services, stakeholder consultation, regular reporting, and contract management.

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5. Other Divisional activities this role may be required to administer or fulfil include:
 - Preparation of submissions for industry awards,
 - Networking,
 - Taking part in industry workshops,
 - Providing input into the preparation of grant applications, and
 Other duties as assigned
6. Participation in investigations, analysis, and design of traffic management and civil design requiring with a understanding of civil engineering and related fields.
7. Management of minor projects over the project life cycle of the project from initiation to maintenance.
8. Assist in the preparation of planning studies, delivering projects, and undertaking other miscellaneous activities as required.

Key Accountabilities – Core	
1.	Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2.	Comply with the requirements of Council’s Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3.	Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4.	Comply with Council’s Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5.	All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council’s Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
Refer to organisational chart on Intranet site.
Direct: Nil
Indirect: Nil

Key Relationships	
1 Internal	
Communicating with	Nature of Communication

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Other technical staff Senior and executive management Staff in other divisions Committees	<p>Providing advice</p> <p>Sending service and work requests to other divisions as result of enquiries</p> <p>Reporting on outcome of investigations</p> <p>Reporting on outcome of planning studies</p> <p>As part of regular project communications and reporting project status and outcomes</p> <p>Reports provided in a clear, concise, and timely manner.</p>
Key Relationships	
2 External	
Communicating with	Nature of Communication
Consultants Contractors Community Representatives	<p>Seeking and providing advice</p> <p>Reporting on outcome of investigations</p> <p>Reporting on outcome of planning studies</p> <p>As part of regular project communications and reporting project status and outcomes</p> <p>Provide opportunities for feedback and input into council activities and projects through community engagement.</p>

Position Dimensions
As per Delegation of Authority.

Decision Making Authority & Accountability
<p>The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1.</p> <p>The role works with the respective Coordinator to set goals and work targets.</p> <p>The role undertakes research, analysis, interpretation and makes recommendations on practical solutions.</p> <p>The following policies, standards and guidelines assist Graduate Engineers in decision making:</p> <ul style="list-style-type: none"> • Australian Road Rules & Roads Act. • Australian Standards • Austroads Guidelines and TfNSW Technical Directions, manuals and supplements

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Defining which decision to make independently and which decisions to consult relies on the Graduate Engineer's foundation knowledge, judgement, and experience in relation to:

- The implementation and management of projects
- Ensuring budgets are appropriately managed.
- Ensuring risk management and hazard assessment processes are adhered to by work colleagues and contractors.

Problem Solving

Application of education and training at a degree level to identify, interpret and solve problems with guidance.

Typical challenges include:

- Problems require the use of critical analysis and thinking skills.
- Priorities can shift with multiple clients at any one time.
- Communicating with a diverse and multicultural community

The challenges are addressed using:

- Analytical thinking and use of engineering judgment, experience, and expertise
- A flexible approach to work plans, enabling regular re-prioritisation of tasks.
- Prioritising efforts to ensure best and most immediately needed outcomes are met.
- Cultural sensitivity and relationship building
- Innovative engagement methods to capture community attention and interest.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff.

An individual Work Plan, based on this position description will be established in partnership with your supervisor. Part of this Work Plan includes a development plan, and your supervisor will meet with you on a regular basis to ensure you are performing as expected.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date