



Position Description

Civil Engineering Assistant (Internship)

Position No: AD26

Award:	Local Government (State)	Fortnightly Salary:	\$1,249.20 - \$1,737.40
Grade:	T4 – T10	Staff Supervised:	0
Tenure:	Full Time (Temp) x 6 mths	Hours:	75 pf
Supervisor:	Manager Assets & Design	Director:	Engineering Services
Department:	Engineering Services	Team:	Asset and Design

Position Objective

The design department of Engineering Services provides engineering survey, design, and estimating and contract administration for works to be carried out by Council's service provider.

Purpose of the Engineering Assistant (Intern) is to provide support the Senior Design Engineer in survey and design projects whilst developing appropriate skills to fulfill the requirements of the Bachelor Engineering university course.

Main Functions of the Position:

1. **Engineering Design and Projects**
Prepare timely assistance in investigations survey and design projects for roads, traffic management, stormwater drainage, water supply and sewerage together with the preparation of work schedules and estimates.
2. **Teamwork**
Perform tasks in a team environment as an Asset and Design team member.
3. **Customer Service**
Deliver quality customer service to both external and internal customers.
4. **Legislation**
Abide by legislation and policy in regards to Work Health & Safety, Equal Employment Opportunity and Privacy

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DUTIES:

1. Engineering Design and Projects

- 1.1. Handle day to day engineering related enquires.
- 1.2. Undertake engineering investigations, designs and works projects.
- 1.3. Utilise computer software systems (Civil CAD, Auto CAD, GIS and other software) to prepare engineering designs.
- 1.4. Liaise, when required, with RMS, contractors, Council staff, the community, developers and other stakeholders.
- 1.5. Delivery of survey applicable to undertake design and construct of projects
- 1.6. Apply adopted standards, legislation and sound engineering practice to all facets of engineering works undertaken by the department
- 1.7. Provide assistance with project management of selected projects, including monitoring of quality assurance, financial reporting, timeframes and asset management components

2. Teamwork

- 2.1. Participate in development and implementation of Team Plan
- 2.2. Participate in regular Team meetings
- 2.3. Undertake relief duties of other Team members as required
- 2.4. Participate in multi skilling in identified tasks of the Team
- 2.5. Work effectively within a collaborative team environment
- 2.6. Work cooperatively with other Council teams
- 2.7. Contribute to team performance through constructive comments on matters relating to the team
- 2.8. Contribute to training of other team members in specialised skills
- 2.9. Participate in improvements to team in efficiency, effectiveness and quality assurance.

3. Customer Service

- 3.1. Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation
- 3.2. Attend to enquiries from internal and external customers promptly and professionally and in accordance with Councils Code of Conduct and Service and Communications Policy
- 3.3. Communicate effectively and sensitively with both internal and external customers
- 3.4. Objectively solve disputes and / or problems that may arise with internal and external customers
- 3.5. Work cooperatively with other organisations
- 3.6. Devise and conduct community consultation and participate in relevant networks
- 3.7. Liaise with, contractors, Council staff, the community, developers and other stakeholders

4. Legislation

- 4.1. Take reasonable care for the health and safety of themselves and others
- 4.2. Cooperate and comply with Council's OH&S Policy and program
- 4.3. Report all incidents, accidents, illnesses and any risks to health and safety
- 4.4. Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination

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- 4.5. Ensure that all information is dealt with in accordance with the Privacy Act.
- 4.6. Undertake survey, design and construction supervision in accordance with all Council policy and procedures, Council standard drawings, Australian Standard and applicable state and federal legislation.

Physical Demands:

The job holder is required to be physically fit as they are likely to be exposed to:

Walking on uneven surfaces; prolonged sitting, standing or walking; close eye work; dust; noise; frequent bending/stooping; driving motor vehicles; climbing steps or ladders; dealing with the public; communicate frequently in person, by phone; frequently operating office equipment including, computers, photocopiers, facsimile.

Skills:

Knowledge:

1. Basic understanding of WH&S Act, EEO Legislation and Privacy Act
2. Customer service principles
3. Assessment of road pavements including bituminous seals
4. Basic use of manual and computerised survey equipment
5. Computer aided design/drafting for roads, traffic facilities, stormwater drainage, water supply, sewerage reticulation, including plan preparation
6. Use of software including Microsoft Office, CivilCAD, AutoCAD and MapInfo
7. Use of small office equipment including telephone, email, photocopier, facsimile, plan printer and digital camera.
8. Basic understanding of RMS Road Design Guide, RMS Technical Directions, Austroads and Auspec documentation.
9. Basic project level budget estimation, preparation, monitoring and control.
10. Basic project management including ensuring quality assurance and undertaking inspections

Personal Management Skills:

1. Time management.
2. Continuous professional development.
3. Meet deadlines while working under pressure.
4. Maintain a high level of oral and written communication skills.
5. Remain highly self motivated and enthusiastic.
6. Possess excellent problem solving skills.
7. High level of organisational skills and attention to detail.

Teamwork:

1. Work effectively within a collaborative team environment.
2. Work cooperatively with other Council teams.
3. Contribute to team performance through constructive comments on matters relating to the team.
4. Contribute to training of other team members in specialised skills.
5. Multiskill across positions in the Asset and Design Team as identified.

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SELECTION CRITERIA:

Essential

1. Currently studying or just completed studies in Bachelor Engineering (Civil) or Bachelor Engineering Technology (Civil).
2. Class C drivers licence, P1 or P2 Drivers Licence
3. Experience in use of civil engineering software such as AutoCAD, MapInfo, CivilCAD.
4. Well developed computer application skills on Microsoft Office package
5. Working knowledge of Work Health & Safety and Equal Employment Opportunity legislation and the Privacy Act
6. Ability to provide high standard customer service to internal and external customers
7. A current OH&S Induction for Construction (NSW White Card)

Desirable

1. Previous experience in Civil Engineering role
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Provisions of the Position:

1. Hours of work: 8.30 am to 5.00pm, Monday to Friday
2. One rostered day off every 3 weeks
3. Salary sacrifice package available, including rental of house
4. The position incumbent must hold a current class C, P1 or P2 licence as a minimum at all times during employment.
5. 6 Week Probation Review with Manager Assets & Design

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