

## POSITION DESCRIPTION

POSITION TITLE:	Graduate Engineer				
POSITION NO:	901801	CLASSIFICATION:		Band 5	
DIVISION:	City Works & Assets				
BRANCH:	Traffic and Civil Engineering				
UNIT:	Traffic Engineering				
REPORTS TO:	Coordinator Traffic				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

*Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

- To undertake timely and accurate technical and engineering investigations.
- Prepare functional layout and detailed design plans for engineering proposals as part of the Branch's capital works programs.
- To provide high quality and timely engineering advice and infrastructure plan checking and approval services to Council's planning teams, developers, contractors, service authorities and other internal business units.
- Ensure that the best possible outcomes are achieved with the integration of new developments and Council's existing infrastructure.
- Assist in the development of a culture of quality, industry best practice, innovation and superior customer focus in the Traffic and Civil Engineering Branch.

- To provide a customer focus that projects an image of Council as a friendly and professional organisation which provides courteous and prompt service.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Traffic and Civil Engineering Branch forms part of the City Works & Assets which contributes directly to the achievement of these organisational goals. As a member of the branch, the incumbent is required to pursue branch, divisional and corporate goals through effective team work within the branch and with colleagues in other branches and divisions; and by developing sound working relationships with a range of internal and external parties.

## **ORGANISATIONAL RELATIONSHIPS**

<b>Position Reports To:</b>	Coordinator Traffic
<b>Direct Reports:</b>	Nil
<b>Internal Liaisons:</b>	The incumbent liaises with several staff from range of departments such as Strategic Transport, Construction Management, Engineering Operations, Sustainable Assets, Open Space, etc.
<b>External Liaisons:</b>	The incumbent is required to maintain a professional relationship with Statutory Authorities, other Government departments and municipalities, service providers, residents, property owners and developers.

## **KEY RESPONSIBILITY AREAS & DUTIES**

- Manage day-to-day enquiries relating to civil and traffic engineering. Regularly inform relevant staff of progress and other matters of significance and seek advice where appropriate.
- Investigate transport and traffic issues.
- Assist with the assessment of planning or construction management referrals. Apply appropriate development conditions, check and sign off infrastructure plans and liaise with internal and external parties as required.
- Assist in the review of enquires and processes relating to Legal Point of Discharge, Rights of Ways and utility consent for work applications in Yarra.
- Preparation of designs and cost estimates for transport and streetscape projects.
- Liaise and correspond with developers, consultants, stakeholders and other Council representatives in line with the duties and responsibilities of the role.
- Attend meetings associated with the duties and responsibilities of the role.
- Be a strong advocate for high quality development outcomes.

- Perform other duties as directed by management that are within the employee's skill set, competence and training.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **Accountability**

- Accountable for providing professional, effective and prompt customer service to the community within the framework of Council's customer service guarantee.
- Accountable for complying with OH&S and relevant legislation to ensure a safe and healthy work environment for all.
- Accountable for the timely completion and delivery of tasks including the implementation of programs and provision of services.

### **Safety & Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Conduct on-site safety and risk training and inductions.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment

### **Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Respect
  - Teamwork

- Innovation
- Sustainability
- Accountability
- Integrity

## **JUDGEMENT AND DECISION MAKING**

This position requires the incumbent to work closely with other team members within a broad policy and legal framework. Guidance and advice will be available within the team however incumbent is expected to use initiative to learn and act upon previous advice.

- Decision making is based primarily on professional and technical knowledge.
- Situations will arise that do not have clear methods and procedures or clear basis in legislation, guidelines or precedence requiring incumbent's creative thinking and problem solving to be utilised and discussed with senior team members.
- Recognise situations when established techniques are not applicable and devise new innovative solutions.
- Ability to understand the issues and apply Council's and legislative guidelines/ standards.
- Required to interpret standards & guidelines, legislation, regulations and codes of practice as they apply to the position.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Sound understanding of the principles of good customer service.
- General understanding of the principles, theory and practice of civil engineering, including traffic and drainage aspects.
- Proficiency with MS Office, AutoCAD, SIDRA intersection and other software required to perform role. Training will be provided as required.

## **MANAGEMENT SKILLS**

- Commitment to personal service excellence.
- Basic knowledge of time management and forward planning skills to achieve defined goals and objectives
- Ability to deliver agreed outcomes to set timeframes and demonstrate multi-tasking
- Ability to solve problems through discussion, negotiation and team work.
- Develop and utilise effective communication lines between colleagues.
- Manage consultants and contractors as advised.

## **INTERPERSONAL SKILLS**

- Good communication skills (verbal and writing skills), including negotiation with clients, other employees and members of the public.
- Ability to think laterally and positively
- A positive and actively supportive approach to achieving organisational and branch goals
- Ability to use initiative and creativity in the development of solutions to engineering problems.

## **QUALIFICATIONS AND EXPERIENCE**

- Degree in Civil Engineering or equivalent experience.

## **KEY SELECTION CRITERIA**

- Good verbal and writing skills;
- Problem solving and negotiation skills;
- Ability to work in team as well as independently according to need;
- Project management and multi-tasking skills;