

Central Darling Shire Council

Position Description

Graduate Engineer

Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

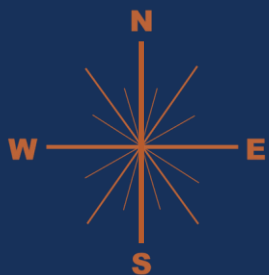
Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Our Benefits

- 9 day fortnight
- Four (4) weeks annual leave per year
- 15 days sick/personal leave per year
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



For more information, visit:

<https://www.centraldarling.nsw.gov.au>



Position Title	Graduate Engineer		
Department	Shire Services	Position Code	1251
Location	Wilcannia		
Pay Grade	CDSC Grade 8	Award Band	Band 3 Level 1
Position Status	Fixed Term	Standard Hours	70 hours fortnight
Reporting to	Director Shire Services		
Direct Supervision	Nil	Indirect Supervision	Nil
Position Delegations	No	Budget Responsibility	No
National Police Clearance:	No	Working with Children Check:	No
Approved by:	Director Shire Services	Date Approved:	

The Position

The Graduate Engineer will be responsible for assisting the Project Engineer, Road Engineer and Utilities Engineer in the execution of works and services associated with the Shire's operations in general, the construction, maintenance, and repairs of the Shire's road system, water supplies, drainage and sewerage systems, aerodromes and other Council activities.

Key Responsibilities

Within the area of responsibility, the role is required to assist the respective Engineers in:

- Overseeing the contractors engaged with various projects across the Shire, to ensure delivery in accordance with project schedule.
- Monitoring expenditures on specific items associated with the construction project.
- Preparing program of works for Council's day labour force and for contractors.
- Implementation of Council's road construction and maintenance programs.
- Preparation, submission and monitoring of applications for Grant Funds.
- Monitoring work practices and environments to ensure compliance with Work Health and Safety requirements, Environmental, Heritage and other Legislative requirements.
- Preparing correspondence, reports, agendas and meeting minutes from own or other staff notes.
- Seeking quotations for supplies, including plant, equipment, goods and services.
- Road and airstrip closures, advice to the public and other authorities and monitor similar advice from other authorities.
- Managing, maintaining and updating data in relevant corporate systems, including records, financial, asset management and GIS.

Note: An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Working collaboratively with the community to deliver the project on time and within budget.

Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

Essential Position Criteria

Qualifications / Experience / Accreditation / Certification

- A Degree in Civil Engineering or scheduled to complete by end of 2024
- General Induction for Construction Work in NSW (white card).
- Experience in the use of miscellaneous computer applications such as Civil Cad, Auto Cad, GIS and asset management systems.
- Demonstrated experience and/or knowledge in the areas of traffic, planning, safety, environmental and heritage legislative requirements, as it relates to project management.
- Demonstrated experience in project management, in supervision of work of both day labour and contract plant on construction and maintenance works.

Specialised Knowledge and Skills

- High level of competence with construction techniques and methods, including the design requirements of roads.
- Ability to work productively and harmoniously with limited direction in a multi- disciplinary environment and to foster, encourage and support excellent working relationships with other professionals, employees and elected representatives and the community.
- A high level of written and oral communication skills and the ability to work effectively and in harmony with other people.
- Excellent literacy, numeracy, verbal and negotiation skills, along with the ability to co-ordinate staff and resources.
- High level of competence in the use of Microsoft Windows, specifically Microsoft Excel, Word, Outlook.
- Sound working knowledge of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011.
- Sound working knowledge of the NSW Roads and Maritime Services Maintenance Council Contract (RMCC) for State Roads.

Desirable Position Criteria

- A working understanding of surveying principles and the ability to use basic surveying equipment.
- Knowledge of the NSW Roads and Maritime Services, NSW motor vehicle acts and regulations.
- Knowledge of:
 - Traffic, planning, safety, environmental and heritage legislative requirements.
 - Water treatment plant operations and reticulation system maintenance.
 - Sewerage system operational maintenance.
 - Town drainage system design.
 - Rural road and drainage construction.

Key working relationships

Who	Why
Internal	
Director/Manager	<ul style="list-style-type: none">• Receive advice and report on progress towards business objectives and discuss future directions.• Provide expert advice and support and contribute to decision making.• Identify emerging issues/risks and their implications and propose solutions.
Staff	<ul style="list-style-type: none">• Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture.• Provide effective communication and training, guidance, support and coaching to team members.
External	
Community	<ul style="list-style-type: none">• Promote a positive image of Council when undertaking duties within the community.
Stakeholders, Ratepayers, Residents, Consultants, Government Bodies	<ul style="list-style-type: none">• Provide expert advice on the construction progress.• Optimise communication and engagement to achieve defined outcomes• Manage expectations and resolve issues

I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.

I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Employee Name:

Signature:

Date: