

**Position Description – POSITION/ROLE OVERVIEW**



<b>Graduate Civil Engineer</b>			
<b>THE ROLE</b>			
<b>KEY OBJECTIVES</b> <i>The key objectives of this role.</i>	The primary function of this role includes the following key objectives: <ul style="list-style-type: none"> <li>• Deliver professional civil engineering design, drafting and documentation services to clients.</li> <li>• Ensure all documentation meets TGM's professional standards and statutory requirements prior to being issued.</li> <li>• Work effectively within project teams to ensure the expected outcomes for clients and key stakeholders are met, delivered on time and within budget.</li> <li>• Liaise, as required with clients, government authorities, service authorities and other stakeholders.</li> <li>• Participate in and contribute to, the ongoing improvement of the civil unit's professional services and systems.</li> <li>• Maintain TGM's professional standards, meeting company objectives in relation to budget targets, service quality, company reputation, QA, OH&amp;S and environmental standards.</li> </ul>		
<b>REPORTING TO</b>	Manager – Civil Engineering		
<b>ROLE/TASK &amp; RESPONSIBILITIES</b> <i>The key role and primary activities, tasks and/or responsibilities.</i>	The primary responsibility is to deliver high quality civil engineering design and drafting in an efficient and effective manner, including (but not limited to): <ul style="list-style-type: none"> <li>• Deliver project design/drafting for:                             <ul style="list-style-type: none"> <li>- Road and drainage design for civil and urban development projects and for Federal, State and Local Government authorities.</li> <li>- Stormwater design to WSUD standards.</li> <li>- Sewer reticulation, water and recycled water supply design.</li> <li>- Pump station design.</li> </ul> </li> <li>• Ensure all designs are checked and approved by the relevant manager prior to forwarding to the relevant authorities.</li> <li>• Liaise with authorities as required, to ensure authority approvals are gained in an efficient and timely manner.</li> <li>• Undertake site inspections as required and directed, for individual projects to ensure site conditions are considered in the design process.</li> <li>• Attend meetings with local authorities and stakeholders as required and directed.</li> <li>• Develop and maintain knowledge and competence in the use of:                             <ul style="list-style-type: none"> <li>- Civil engineering standards.</li> <li>- 12D Design Software, including drainage design.</li> <li>- AutoCAD drafting software and other software deemed necessary to complete projects.</li> </ul> </li> <li>• Ensure TGM's professional standards are maintained and company objectives in relation to budget targets, service quality, company reputation, OH&amp;S and environmental standards are met and take responsibility for compliance with external and internal standards.</li> <li>• Perform all work in a manner that is safe and without risk to themselves or other team members.</li> </ul>		
<b>AUTHORITY</b> ➤ <i>Decision making</i> ➤ <i>Delegation powers</i>	As directed by the Manager – Civil Engineering, this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.		
<b>KEY MEASURES</b> <i>Key areas that the incumbent's performance will be assessed against.</i>	The Manager – Civil Engineering may apply KPI's or other performance measures to the objectives implicit in the role. These KPI's may be in relation to (but not limited to) items such as: <ul style="list-style-type: none"> <li>• Achieve a budgeted 'Target Utilisation Rate' as agreed.</li> <li>• Quality and efficiency of work generated.</li> <li>• Compliance with relevant legislation, codes, industry standards and TGM Quality, OH&amp;S, Environmental, Corporate, Financial and Human Resources management systems.</li> </ul>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Initials:</i></td> <td style="width: 50%;"><i>Date:</i></td> </tr> </table>	<i>Initials:</i>	<i>Date:</i>
<i>Initials:</i>	<i>Date:</i>		

## Position Description – INCUMBENT REQUIREMENTS

### Graduate Civil Engineer

<b>Graduate Civil Engineer</b>	
THE INCUMBENT	
<b>ATTRIBUTES</b> (Type of person) <i>The key attributes necessary to successfully fulfil the objectives and responsibilities of this role.</i>	Key attributes required for this role include: <ul style="list-style-type: none"> <li>• A commitment to high quality product and service delivery, with a critical eye for detail and accuracy and a determined approach to work.</li> <li>• Established customer service and client communication skills with a professional approach to maintaining relationships.</li> <li>• Highly flexible with the ability to work independently or within a team environment.</li> <li>• Self-motivated with the ability to work within multiple project teams with competing demands/priorities, to ensure satisfactory completion of projects.</li> <li>• The ability to manage priorities in a changing environment, with an emphasis on meeting client requirements within defined timeframes and budgets.</li> <li>• Establish and maintain rapport with relevant stakeholders including clients, authorities, contractors, other professional consultants and the general public.</li> <li>• Willingness to travel and work in different locations when required to further develop skills in various aspects of civil engineering.</li> <li>• A commitment to ongoing professional development (both personally and for the team).</li> </ul>
<b>EXPERIENCE</b> (Guide only)	At least 1 - 2 years industry experience preferred.
<b>SKILLS &amp; COMPETENCIES</b> <i>(Professional &amp; technical skills &amp; competencies)</i> <i>The specific skills sets &amp; competencies the incumbent needs to be successful in this role.</i>	<b>Operational</b> – The ability to manage own day-to-day activities in line with the Manager – Civil Engineering's directions, and able to demonstrate: <ul style="list-style-type: none"> <li>• Design/drafting experience of drainage, sewer and water infrastructure for land development, stormwater drainage infrastructure, rural and urban roads.</li> <li>• Well- developed communication skills with the ability to provide effective professional consulting services to clients, authorities, government agencies, and other related consultancies.</li> <li>• Develop experience and competence in the use of:               <ul style="list-style-type: none"> <li>– Civil engineering design software including 12D (highly regarded), AutoCAD, Drains, PC Drains, Stormwater Management/Design (Music &amp; HecRas).</li> <li>– The relevant Australian Drafting Standards.</li> </ul> </li> <li>• Experience with, and a clear understanding of Quality, OH&amp;S and Environmental management systems.</li> </ul>
<b>ACADEMIC</b> <i>Qualifications required or preferred.</i>	A relevant degree qualification, recognised by Engineers Australia as eligible for membership as a professional engineer.
<b>OTHER REQUIREMENTS</b>	Some experience within an engineering consultancy preferred. Personal presentation is of a high professional standard. Willingness to travel to different locations if required. A valid Australian driver's license. Ability to legally work within Australia.

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 Employee's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Manager's Signature

\_\_\_\_\_  
 Date