

Position Description

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| Position Title | Trainee Engineer | | |
| Department | Infrastructure | Position Number | IF5 |
| Grade | Band T1 – T10 | Location | Coonamble Administration Building |
| Status | Full Time, 4-year placement | Hours | 35hrs week / 70hrs per fortnight |
| Reports To | Director Infrastructure | Industrial Instrument | Local Government (State) Award 2023 |
| Date Revised | 01/04/2025 | Version Number | 1 |
| Direct Responsibilities | Assist with projects in utilities, roads infrastructure, parks and urban services. | | |

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position exists for a Trainee Engineer to assist in providing high quality, timely, innovative and solution focused professional technical advice for Council's Infrastructure Management unit.

To assist in civil engineering design and supervision for roads, footpaths, culverts, bridges, drainage, recreation reserves, sporting fields and other capital works projects.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Engineering Operations

- Assist in the preparation of concept plans, investigations, detail survey and design plans and estimates for traffic management works through the Shire
- Assist in the preparation of cost estimates, specifications and other relevant documentation for calling tenders for construction work
- Assist in the evaluation of for traffic management programs and other asset management matters, including preparations of responses
- Assist in the investigation of customer requests.
- Assist in the Supervision of projects.
- Installation of Traffic Counters and production of reports

Records and Finance

- Assist with keeping accurate records and/or assist other staff in the completion of works reports, service job cards, parts inventory and any other required documentation.
- Assist with the completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Assist with ensuring compliance with Council's record management systems.
- Assist with ensuring that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Assist with the contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Assist with the documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- Assist with the reviewing & participating of environmental incident investigations and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

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|---------------------|---|
| Infrastructure Team | Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities. |
| Council Departments | Collaborate with all Council Departments to ensure service continuity and a high standard of customer service. |
| Direct Reports | Nil |

Key External Relationships

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| External Stakeholders and Committees | Represent Council and provide a high standard of excellence and professionalism to all stakeholders. |
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Delegations

- Nil

Essential Requirements

Technical Requirements

- Completed Year 12 certificate and subjects relevant to Engineering
- Genuine interest in Civil Engineering and Local Government
- Proven General Computer Skills (Microsoft Office, Organisational corporate systems, etc)
- Proven Management,– Be able to plan and organise daily routine in order to achieve project completion within given time as assigned by Infrastructure Director.
- Proven Judgement and Decision-making abilities - the work requires a clear understanding of methods, procedures and equipment used. Decisions of a non routine or politically sensitive nature must be referred to the Director, with guidance and advice always available within the time necessary to make decisions. Guidance and advice is always available on tasks to be performed. Make decisions to ensure the safety and well being of staff and customers. Identify and co-ordinate decisions about priorities and targets.
- Proven Interpersonal and communications skills – Requires the ability to gain co-operation and assistance from others in the administration of well-defined activities. Requires good oral and written communication skills. Ability to liaise with counterparts in other organisations to discuss infrastructure matters.
- Assist in making decisions on routine matters relating to Infrastructure Department.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Local Government experience.

Selection Criteria

- Completed Year 12 certificate and subjects relevant to Engineering
- Genuine interest in Civil Engineering and Local Government
- Proven General Computer Skills (Microsoft Office, Organisational corporate systems, etc)

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- Proven ability to plan and organise daily routine in order to achieve project completion within given time as assigned by Infrastructure Director Design.
- Proven Interpersonal and communications skills
- Proven Judgement and Decision making abilities
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

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| Signed: | |
| Name: | |
| Date: | |