



## Position Description – Engineering Undergraduate Vacation Student

|                            |                             |
|----------------------------|-----------------------------|
| <b>Division</b>            | City Futures                |
| <b>Portfolio</b>           | City Infrastructure         |
| <b>Business Unit</b>       | City Infrastructure         |
| <b>Level</b>               | 2                           |
| <b>Reports To</b>          | Manager City Infrastructure |
| <b>Prescribed Position</b> | No                          |

### Position Objective

This position is accountable to the Manager City Infrastructure for the provision of general civil engineering responsibilities associated with new and replacement municipal assets and their maintenance.

This position requires a collaborative approach with other staff and may require community engagement about these projects. Engineering Strategy and Assets

### Key Responsibilities

*During the work experience a written report of an agreed project covering all aspects of a project under construction while employed and the asset implications must be completed.*

To enable this to occur, work will be provided in the following areas:

- Engineering Project: undertake an engineering project as per brief provided during selection process.
- Assist the Coordinator Engineering Design to design a small project, or part of a large project.
- Assist the Coordinator Transport, Strategy and Assets to collect traffic data, design a traffic control and undertake a consultation process and prepare a report. Assist with preparing materials for asset management plans and with programming of maintenance activities for roads, footpaths, bus stops, public lighting and bridges.
- Assist the Coordinator Engineering Projects with construction activities and project management.
- Provide an outstanding level of customer service to all customers by answering enquiries promptly and effectively.

- Follow defined records management practices, policies and procedures for all records created and received.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

## **Selection Criteria**

### **Skills**

- Ability to work under limited direction.
- Ability to draw upon tertiary studies to provide effective feedback enabling informed decisions.
- Advanced computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Good level of verbal and written communication skills and presentation skills that motivate, influence and effectively liaise with staff, customers and service providers.
- Good level of analytical skills demonstrating the ability to think conceptually and respond with a high degree of flexibility within regulated environments.
- Ability to make decisions utilising initiative and demonstrating innovation through creative problem solving.
- Ability to contribute to a workplace culture of continuous service delivery improvement.
- Good time management and organisational skills to be able to manage several tasks.
- Knowledge of project management skills able to assist with delivering quality project outcomes.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

### **Knowledge**

- Knowledge of responsibilities in creating and maintaining Child Safe environments.

## **Experience**

- Experience in civil engineering design or construction is highly valued.
- Experience in municipal engineering is desired.
- Able to demonstrate a capacity to negotiate successful outcomes.

## **Qualifications**

A three year tertiary qualification in civil engineering or another related field and/or commensurate demonstrated experience in lieu of formal qualifications

Essential

Current South Australian driver's licence for Class 'C'.

Desirable