

# City of Marion and City of Mitcham Graduate Program Graduate Engineer

## Position Overview

The Graduate Engineer will provide support to operations and service delivery across all areas of the Engineering and Operations teams within the City of Mitcham and City of Marion councils. This support will be through the provision of quality, accurate and reliable advice, reports, designs, and documentation in relation to engineering and operational works including roadworks, footpaths, transport, stormwater, carparks, bridges, lighting , asset management and programme delivery.

The Graduate Engineer will also be required to transition between different parts of the Council, support projects in a range of contexts across Council and work across different functional units in various roles.

This is a full time, fixed term position of two years.

## Key Responsibilities

- Undertake a range of organisational support responsibilities within the Engineering and Operations teams to meet Council business objective needs and outcomes.
- Utilise discipline related knowledge to provide informed customer service, advice, and solutions to internal and external stakeholders with the support of senior team members.
- Support a range of projects, policies, and other organisational initiatives in diverse environments to gain a holistic view of work public works in Local Government.
- Work collaboratively within and across Council Divisions/Departments and actively support others to achieve business outcomes.
- Build and maintain solid working relationships with clients, stakeholders, mentors, managers, and colleagues.
- Contribute to the development and implementation of policies, procedures, and process improvement as required.
- Undertake research and analysis and contribute to report development as required.
- Planning and delivery of Civil Maintenance and Project works.

## Essential criteria

- A Degree in Civil Engineering or equivalent Engineering qualification.
- Knowledge of project management principles including scoping, design, stakeholder engagement, and construction.

- Knowledge in the interpretation and application of relevant standards, codes, and guidelines.
- Knowledge in the development, maintenance and implementation of procedures, work instructions, guidelines, and practices.
- Excellent communication and interpersonal skills including the ability to establish and maintain productive relationships with internal and external stakeholders from a range of diverse backgrounds.
- Excellent administrative, organisational, time management and customer service skills.
- High level digital skills and knowledge including working with a range of technological software and databases.
- Knowledge of Work, Health and Safety and Equal Employment Opportunity principles.

### **Personal Attributes**

- Good communication and interpersonal skills with the ability to negotiate, influence and motivate stakeholders.
- Self-motivated, with the ability to prioritise workload and meet set timelines.
- Good problem solving and decision-making skills with an ability to solve issues found in precedents, guidelines, or instructions.
- Commitment to placing the customer at the centre of everything we do, demonstrated through the provision of timely, reliable, and expert advice on matters within area of responsibility.
- Ability to be creative, innovative, and flexible and readily accommodate change.
- Ability to work with members of the public and external stakeholders to resolve contentious issues and generate mutually satisfactory solutions.
- Demonstrated commitment to continual professional and personal development.
- Capacity for self-management on assigned projects, combined with the capacity to participate in multi-disciplinary teams.