



Position Description

Graduate Assets and Design Engineer

Title: Graduate Assets & Design Engineer

Award: West Wimmera Shire Council Enterprise Agreement 2018

Classification: Band 5

Name of Occupant:

Location: Edenhope

Records Only:	Document ID Number:
	File Number:



Accountability Statement

Reporting to the Manager Infrastructure Engineering, the Graduate Assets & Design Engineer is accountable to assist Council's Design Engineer and Assets & GIS Coordinator in undertaking surveys, designs and asset data collection and review.

Position Objective

- Assist the Assets and GIS Coordinator in the collection and review of asset data including roads, drainage, footpaths, kerb and channel, parks, playground, buildings and street furniture for inclusion in Council's asset management system.
- Assist the Assets and GIS Coordinator in the maintenance of Council's asset management systems.
- Assist the Design Engineer in the undertaking of surveys, design, drafting and set out for civil works projects.
- Undertake general administrative duties in the Engineering department including estimates, contract preparation, project documentation and other as required.

Key Responsibility Areas

The Graduate Assets & Design Engineer will provide assistance, advice, and contribute to the performance in the following areas:

- Asset Management & GIS
- Survey
- Design & Setout

Administration

- General Engineering department administration including data entry, estimating, contract preparation and project documentation.

Asset Management

Assist Council's Assets and GIS Coordinator including:

- Assist with the operation and update of Council's asset management systems for all Council assets.
- Assist with the maintenance of Council's Road Register.
- Contribute to strategic planning in respect of Council's infrastructure assets.
- Participate in technical and other investigations and assessment of options, as directed.
- Assist the Engineering department to provide timely and accurate annual reporting and surveys as required by Local, State and Federal Government agencies.
- Contribute to the timely, accurate and complete capture of information for Council's financial asset registers.
- Assist with enquiries, requests and other general duties as directed by the Manager Infrastructure Engineering

Civil Design

Assist Councils Design Engineer including:

- Undertaking engineering survey, design, drafting and set out of civil works projects using total station/GPS and other survey equipment for selected projects.

- Preparation of engineering designs using CAD software such as BriscAD, Civil Site Design, AutoCAD and other CAD applications as required.
- Undertake technical investigations on relevant maintenance & capital works matters.
- Assist in the production of estimates for various projects.

Occupational Health and Safety and Risk Management

- Comply with all Occupational Health and Safety procedures and requirements.
- Understand the principles of risk management including application to property, liability and occupational health and safety.

All employees have a responsibility to:

- a) Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- b) Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- c) Assist new employees in the use of proper work procedures and practices;
- d) Work in a manner that will not endanger themselves or any other person;
- e) Use personal protective clothing or equipment as provided;
- f) Report any defective/damaged personal protective clothing, equipment or gear;
- g) Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- h) Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- i) Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- j) Not attempt any task unless they are capable and competent to carry out the task;
- k) Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

This position is authorised to:

- Assist the Assets & GIS Coordinator to undertake data management in Council's asset management systems.
- Assist the Design Engineer to conduct surveys, designs and set out of selected projects.

Judgment and Decision Making

Under general supervision and guidance by the Manager Infrastructure Engineering, this position has the freedom to act in carrying out those duties and responsibilities specified in this position description, utilising personal judgement in the allocation of time and other duties.

The position shall:

- Operate with discretion within the scope of priorities as determined and agreed with the Manager Infrastructure Engineering.

- Display good judgement on technical, financial and customer service issues.
- Possess demonstrated capacity to develop and consider options and make timely decisions consistent with organisational plans, priorities, procedures and culture.

Specialist Skills and Knowledge

- An understanding of computer based asset management systems and knowledge of geographic information systems.
- A sound working knowledge of personal computers and software packages.
- Ability to use survey equipment & design software.
- Very proficient analytical and numeracy skills.
- An understanding of Local Government.

Management Skills

- An ability to establish priorities and to achieve objectives within given timeframes.
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.

Interpersonal Skills

The Graduate Assets & Design Engineer shall be expected to display:

- The ability to work and gain cooperation and assistance from staff and stakeholders.
- Commitment to work positively within a team.
- Well-developed written and oral communication skills.
- Proven and consistent problem solving ability.
- High level of energy and enthusiasm.
- Initiative and innovative thinking style.
- High levels of integrity and loyalty.
- Ability to maintain confidentiality.

Qualifications and Experience

- Tertiary qualification in Civil Engineering and/or sound experience in survey, design and asset management related to Victorian Local Government.
- Victorian Drivers Licence (manual licence).

Performance Criteria

Performance will be formally reviewed annually, and shall take into consideration both behaviours as shown in the Key Performance Indicators listed below, and specific objectives set for the term of the review. The specific performance objectives will be set and agreed each year following the formal performance review.

Key performance indicators

- Accurate collecting and recording of asset data.

- Timely and accurate survey and design.
- Relationship with Infrastructure, Development and Works team and other West Wimmera staff
- Personal competencies

Key Selection Criteria

- Proven ability to work effectively in a small team environment, contribute positively to team outcomes and workplace relationships.
- Tertiary qualification in Civil Engineering or experience in survey, design and asset management data collection and recording.
- High level of computer skills to enable the use of asset management systems, basic database management, CAD Design software, spreadsheets, word processing and other relevant applications.
- Current driver's license
- Highly developed problem solving and analytical skills.

Organisational Relationships

- **Reports to:** Manager Infrastructure Engineering
- **Supervises:** Nil
- **Internal Liaisons:** Assets & GIS Coordinator
- Design Engineer
- Infrastructure, Development & Works team
- Finance staff
- Customer Service staff
- **External Liaisons:** Ratepayers and general public
- Government bodies
- Contractors
- Consultants
- All service authorities.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child-friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal and Health Information Collected

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources.

The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisation's if required by legislation.

The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process.

Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Signature
May 2026	Human Resource Manager	
May 2026	Director Infrastructure Development and Works	