



# ETHERIDGE SHIRE COUNCIL

## ...The Golden Heart of the Gulf

### POSITION DESCRIPTION

Graduate Engineer

DEPARTMENT:	Engineering
REPORTS TO:	Director of Engineering Services
LOCATION:	Council Depot, Mary Street, Georgetown Qld
DATE PREPARED:	April 2025
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Graduate Engineer.

Signed Position Incumbent:

Dated:

#### PRIMARY PURPOSE OF ROLE

To participate in and support Council's Engineering Department with a technical focus on providing the ongoing improvement of Council's infrastructure and compliance with relevant standards, legislation and best practice.

- To ensure infrastructure development requests from the community are responded to in a timely and accurate manner, coordinating excellent communication between Engineering Department and all internal and external stakeholders.
- To support the provision of accurate technical input and advice to the organisation and adherence with relevant standards in the form of scoping, planning, and design of infrastructure projects.
- To ensure timely and accurate processing of external works permits and planning permit applications.

#### ENVIRONMENT

Etheridge Shire Council, **'The Golden Heart of the Gulf'** is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 800. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a **"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"**.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

## **KEY RESPONSIBILITIES & ACCOUNTABILITIES**

### **Graduate Engineer**

The key responsibilities and performance standards may be modified as needed, to ensure that the desired outcomes are in accordance with the Council's stated goals as identified within the Council Plan. The key responsibilities and the performance standards of the Officer includes the following and are not limited to:

- Delivery of engineering projects within the Shire.
- Assist in the completion of grant applications, reporting and close out of grants;
- Implementation and maintenance of Council's Quality Assurance system;
- Undertake minor design work;
- Assist in the preparation of technical reports as required;
- Collect and compile data required for design projects;
- Assist in preparation and submission of claims for construction and maintenance work;
- Identify road assets to be remediated as part of ESC's 10 year capital works programme; determining the extent of works, impacts on other infrastructure, technical requirements and prioritisation criteria in order to develop project scopes, documented at a 'planning' level.
- Identify the expected cost of individual road asset renewal projects and any potential new & upgrade components, working in consultation with Council's Director of Engineering Services.
- Undertake the development of tender documents for Engineering Works in conjunction with the Director of Engineering Services;

### **Work Health and Safety:**

To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

### **Project Delivery & Management:**

Assist the DES in the Preparation of contract document and working programs for DTMR and other contracts.

Coordinate all investigations, surveys, design, estimation, schedules and documentation of projects within areas of delegated responsibility.

Provide assistance and technical advice within areas of delegated responsibility to the Director of Engineering Services.

### **Financial Matters:**

Prepare quantity and cost estimates for work undertaken.

Assist in the preparation of yearly budget submissions

### **Procurement Activities:**

### **Customer Service and Communication:**

Comply with Council's Purchasing Policy.

### **Other responsibilities and duties:**

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to the Council's Policy and Procedure at all time.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## **KEY PERFORMANCE INDICATORS**

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements

- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

## **KEY BEHAVIOURS**

### **Integrity:**

- Follow through with agreed actions.

### **Excellent work ethic:**

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

### **Team player**

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

### **Results orientated**

- See tasks through to completion.
- Complete tasks within specified time frames.

### **Commitment to Best Practice**

- Follows procedures.
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

## **GENERAL INFORMATION AND CONDITIONS**

### **QUALIFICATIONS**

- Tertiary Degree, or Diploma in Civil Engineering or approved equivalent.
- Current Drivers Licence or equivalent

### **KEY SELECTION CRITERIA**

- Degree in Civil Engineering or approved equivalent.
- Sound judgement, analytical and problem-solving skills. Ability to exercise vision and initiative.
- Excellent communication skills, both written and oral, with the ability to relate well to internal and external customers.
- Demonstrated ability to work efficiently and proactively problem solve.
- Knowledge of and commitment to Occupational Health & Safety practices.
- Ability to work well within a team in person, and remotely.
- A current driver's licence or the capability to convert an interstate driver's license

### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

### **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

### **WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

### **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

**ACCOMMODATION**

There may be Council accommodation provided with this position subject to availability.

**CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871