



Clarence... a brighter place

## Position Description

Position Title	Engineering Officer - Student		
Position Number	1162	Development Date:	September 2023
Reports To (Position Title)	Manager Engineering		
Number of direct reports	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> More than 10		
Pay Point Range or classification per Industrial Instrument	8 - 12		
Group / Section	Infrastructure and Natural Assets	Engineering	
Award/Enterprise Agreement	<input checked="" type="checkbox"/> Clarence City Council Enterprise Agreement #11/2021 <input type="checkbox"/> Rosny Early Learning Enterprise Agreement #7/2020 <input type="checkbox"/> Local Government Industry Award 2020 <input type="checkbox"/> Nurses Award 2010		
Employment Status	<input type="checkbox"/> Permanent ongoing <input checked="" type="checkbox"/> Temporary - short term contract <input type="checkbox"/> Casual		
Location (where the workstation will be situated).	<input checked="" type="checkbox"/> Chambers <input type="checkbox"/> Bayfield Street <input type="checkbox"/> Alma Street <input type="checkbox"/> Rosny Early Learning <input type="checkbox"/> Youth Centre	<input type="checkbox"/> Depot <input type="checkbox"/> Howrah Recreation Centre <input type="checkbox"/> Rosny Farm <input type="checkbox"/> Other _____	
Is a Drivers Licence required for this position?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (preferred but not mandatory)		
Are there additional eligibility Requirements	<input checked="" type="checkbox"/> YES (refer to Eligibility section). <input type="checkbox"/> NO		
Is this a Child Safe designated position?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Authorised by CEO and Date:			

## ABOUT US

Clarence is on Mumirimina land, located on the eastern shore of the breathtaking Derwent River and part of Greater Hobart – the largest city of Tasmania.

The Clarence lifestyle offers the best of both worlds, regional and metropolitan, it boasts hundreds of kilometres of natural coastline and pristine bushland, as well as a thriving business and sports sector across a diverse range of industries.

While working with us you will contribute to making real change for our people and our community.

## GROUP OBJECTIVES

The Infrastructure and Natural Assets Group has primary responsibility for managing and leading council's infrastructure and natural asset programs, including development of new infrastructure, renewal of existing assets, sustainable waste and stormwater management and safeguarding the city's natural assets.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Contribute to the overall coordination and performance of the Engineering Services team and activities (under direction or supervision by more senior officers) by:

- Undertaking investigations into customer issues and concerns related to council's assets including liaison, coordination of investigations, resolution and response.
- With reference to the relevant Australian Standards undertaking investigations and providing input into design projects, feasibility reports and cost estimates for funding requests for a diverse range of civil/municipal projects.
- Assisting with onsite inspections and tests.
- Assisting with inspections, service locations and asset records for new subdivision works.
- Assisting with data collection and data entry for asset management systems.

With the guidance and approval of more senior officers, provide technical and engineering advice, support and direction to team members, project teams and clients by:

- Developing an understanding of roads, traffic, stormwater, development and civil engineering issues and providing advice to internal and external stakeholders.
- Liaising with relevant internal and external stakeholders regarding engineering and asset management matters.
- Attending internal and external meetings.
- Investigating and responding to resident requests relating to technical issues.

- Drafting reports on technical issues.

Ensure general support to the attainment of Group objectives by:

- Providing support to other Infrastructure and Natural Assets Group members and other work groups within council.

*The essential duties and responsibilities of the role are outlined above however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.*

### **AUTHORITY AND DELEGATIONS**

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

### **SELECTION CRITERIA (OR ASSESSMENT CRITERIA)**

Essential qualifications or registration

- Successfully completed 2 to 3 years of a tertiary engineering qualification (university or TAFE or equivalent).

Essential Criteria

- Proactively seeks instruction and guidance and approaches tasks with energy and enthusiasm.
- Demonstrated willingness to adapt and show resilience in working through problems and challenges.
- Has or willing to adopt a growth mindset and willing to learn and apply new skills.
- Good listening skills, to understand others interests and needs and seeks clarification when unsure about tasks or context.
- Established digital skills and able to confidently learn new technology required to undertake tasks.

### **ELIGIBILITY**

**YES Identification** – To be eligible for employment with Clarence City Council, applicants must provide at least two pieces of identification, one of which must be photographic identification.

**YES *Citizenship*** - To be eligible for employment with Clarence City Council, applicants must be an Australian citizen or have a current working visa. Only in exceptional circumstances can this requirement be waived, where council initiates a new sponsorship for an applicant for employment.

**YES *Health Assessment*** – As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role.

**Specifics:**

- Sitting posture for prolonged periods.
- Operating computers for long periods
- Dealing with escalated customer enquiries.
- Other – please describe

***Pre-employment Checks*** - Successful applicants will be required to undergo mandatory checks as follows (if ticked):

**YES - Conviction checks in the following areas:**

- crimes of violence.
- sex related offences.
- serious drug offences.
- crimes involving dishonesty.

**YES - Working with Vulnerable People (Tasmania) check.**

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## **YOUR OBLIGATIONS**

All employees are required to:

- Comply with all reasonable and lawful directions.
- Respect yourself and others by taking reasonable care that your acts or omissions do not adversely affect the health and safety of yourself and others in the workplace.
- Comply with policies and procedures as amended from time to time (available on council's intranet), including but not limited to council's:
  - Customer Service Framework and Charter
  - Procurement Policy and procedures.
  - Fraud and Corruption Policy.
  - Workplace Behaviour and Code of Conduct.
  - Work Health and Safety Policy and Procedures.

- Perform all duties to the best of your abilities at all times.

## **CHILD AND YOUTH SAFETY**

- YES - General Positions.

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.