

HUMAN RESOURCES

POSITION DESCRIPTION

GRADUATE ENGINEER

REPORTING TO: GENERAL MANAGER

ISSUE DATE: JULY 2019

PRIMARY POSITION OBJECTIVE:

- The Graduate Engineer will translate and develop concepts learnt through tertiary education into real world solutions. The Graduate Engineer will have a key focus on learning, efficiency, cost control and quality
- Under the guidance of the Project Management Team, the Graduate Engineer will develop the skills, knowledge and experience required to provide effective delivery of projects

MAJOR ACCOUNTABILITIES:

TECHNICAL

- Assist in the management and control of all safety hazards and environmental impacts with the aim of maintaining an incident / accident free workplace
- Develop an understanding and knowledge of Gradco business processes, including project management and administration, safety management, risk management and apply these to all work practices
- Develop an understanding and knowledge of relevant engineering standards and compliance requirements within the industry and apply them to work performed
- Assist Project Managers to ensure that projects are delivered in accordance with all relevant aspects of the company's Integrated Management System, contractual requirements and budget constraints
- Provide support and technical advice to Project Supervisors to ensure that all project obligations and responsibilities are met, ensuring time, budget, quality, safety and environmental obligations are achieved
- Undertake technical 'hands on' activities are required
- Perform on-site inspections and assist with engineering investigations
- Actively maintain current knowledge of technical and industry trends and practices
- Attend & contribute to project meetings, ensuring that identified action items are completed in a timely manner

ADMINISTRATION

- Assist in the preparation of tender submissions
- Assist project managers to obtain and collate quotations
- Responsible for the input of data into a project costing database
- Assist in the management of all project documentation

INDIVIDUAL

- Ensure technical accuracy, quality, value and timeliness in work undertaken
- Assume ownership and responsibility for work priorities and contribute to team objectives
- Share knowledge with other team members and help build the capability of the team
- Communicate effectively and develop relationships with internal or external stakeholders
- Participate in learning and career development opportunities
- Lead by example in regards to Safety and the Environment.
- Respect and value the diversity of the workforce

POSITION ENVIRONMENT:

Whilst working as part of the Project Management team at Gradco, the Graduate Engineer will work closely with all managers, supervisors, staff and contractors to ensure all of the company's objectives are met or exceeded in accordance with Gradco's Integrated Management System.

QUALIFICATIONS & EXPERIENCE:

The person in this role will ideally possess the following:

QUALIFICATIONS

- Appropriate Tertiary qualification in an Engineering discipline (or near completed)

SKILLS & EXPERIENCE

- Evidence of practical work experience
- High level of accuracy and attention to detail
- Well-developed communication, liaison, negotiation and representational skills
- Excellent time management skills with a flexible, enthusiastic and self-motivated attitude
- A current Tasmanian drivers licence
- Advanced IT skills including knowledge of the MS Office Suite
- Ability to work in a safe and environmentally responsible manner in accordance with appropriate OHSE policies

PERSONAL ATTRIBUTES

- Genuine enthusiasm for the allocated responsibilities
- Commitment to professionalism
- Demonstrate a high level of interpersonal skills and work ethics, including motivation and enthusiasm

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	INTERNAL LIAISONS:	EXTERNAL LIAISONS:
Contracts Manager (for technical advice) General Manager (for HR, personal development and other matters)	All Gradco Personnel	Clients Subcontractors/Suppliers

EXTENT OF AUTHORITY:

- Freedom to act within defined/established guidelines and company policies
- Purchases may be made in line with Gradco ordering policy

KEY PERFORMANCE INDICATORS:

The occupant of this position will be expected to achieve the following performance indicators in accordance with their contract of employment:

- Perform all tasks inside the parameters of relevant company policies and procedures
- Completion of any aspect of a project delegated to you on time and on budget
- Minimise any rework
- Work with all staff to ensure no lost time injuries

EMPLOYEE CONSENT:

I have read understood and accept the responsibilities of this position with Gradco Pty Ltd and agree to the conditions of employment.

EMPLOYEE SIGNATURE		DATE:	
GENERAL MANAGER SIGNATURE		DATE:	