

Position Description

Student Engineer

August 2026

DETAILS

Team and Department	Engineering Services teams, Engineering Services
Division	City Services
Supervisor	Engineering Services Coordinators
Direct Reports	NA
Grade	1
Delegation of Authority	NA
Budget	NA
City Plan Directions	6a: Our public infrastructure and assets are planned, managed and funded to meet the community expectations and defined levels of service

PURPOSE

Provide assistance in design, planning and managing of Council's asset and in the delivery of Council's capital works and maintenance programs. Provide assistance with actioning department customer service requests, undertaking correspondence and the production of reports.

KEY ACCOUNTABILITIES

1. Provide general assistance to the Engineering Services department.
2. Undertake and assist in design and surveying duties.
3. Assist the department with investigating and actioning department customer service requests, preparing correspondence and the production of reports.
4. General asset management, project management and financial management duties.
5. Liaise with the community and Council's staff in relation to project construction issues and enquiries.
6. Assist in the implementation of Council's Asset Management Strategy, including the collection of data for inclusion into Council's GIS and corporate systems.
7. Undertake special projects and investigations.
8. Action traffic facility maintenance requests and action traffic committee resolutions.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

- 1. Currently undertaking a tertiary degree in Civil Engineering, Surveying, Environmental Engineering or Landscape Architecture.
- 2. Experience with Microsoft Project, word processing, spreadsheet, and database applications.
- 3. Class C driver’s license.
- 4. High level of written and communication skills

DESIRABLE

- 1. Civil engineering design experience in a Local Government environment.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct
All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety
All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity
All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.