



2024 029 Intern Engineer

Thank you for your interest in applying for the position of Intern Engineer, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Daniel Griffiths, Manager Works and Operations, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au .

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Intern Engineer

Department: Infrastructure Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 4 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time Fixed Term

2. CURRENCY:

Current Version	1.0	Approved:	
Name of Occupant:	Vacant		
Signature:	_____	Date	_____
Prepared By:	Shelley Gersch	Date	22 October 2024
Director Approved:	Ram Upadhyaya	Date	6 November 2024
H.R. Approved:	Shelley Gersch	Date	5 November 2024
CEO Approved:	Monica Revell	Date	5 November 2024
Current Version Number:	1.0		
Version History:	1.0		



Employment Details for the Position of: Intern Engineer

- Status:** Full Time (or Part Time) Fixed Term
- Location:** The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
- Classification:** Band 4 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
- Salary:** \$34.61 per hour, plus Superannuation
- Superannuation:** Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
- Hours:** Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.
The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period.
- Qualifying Period:** This position is subject to an initial six (6) month qualifying period.
- Annual Leave:** Four (4) weeks annual leave (pro rata) per annum plus 17.5% leave loading.
- Sick Leave:** Twelve (12) days sick leave (pro rata) per annum.
- Long Service Leave:** Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
- Pre-Employment Medical:** It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
- Security Check:** It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. POSITION OBJECTIVES:

The Intern Engineer is required to:

- a) Provide engineering survey, basic design and drafting, and set-out of Council's capital works program, including roads, drainage, footpath and kerb and channel, etc.
- b) Follow relevant Engineering Codes, Australian Standards, Guidelines and council policies in relation to design, supervision and construction of works.
- c) Assist the Works Department (Engineering) in investigations, estimates, contract preparation and project management of council maintenance & capital works.
- d) Assist the Asset Department with the maintenance and collection of asset data including roads, drainage, footpaths, kerb & channel, parks, playground, buildings and street furniture, etc.
- e) Other administrative duties as required.

4. KEY RESPONSIBILITY AREAS:

The key responsibilities and performance standards of the officer will include:

- Undertake engineering investigations, surveys and set-outs using GPS survey equipment for selected projects.
- Prepare basic engineering designs
- Assist in the provision of project management and/or construction management for timely completion of selected projects.
- Undertake technical investigations on relevant maintenance & capital works matters.
- Assist in the production of estimates for selected projects.
- Provide input into contract preparation and technical reports on various matters relevant to selected projects. Prepare timely responses to project related correspondence and customer inquiries.
- Undertake asset collection of council asset infrastructure and input into Council's asset system.
- Contribute to the continuous improvement and productivity of the organisation's operations.
-

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Manager Works and Operations

Supervises: Nil

Internal Contacts: Project Engineer, Operations Coordinator, Asset Team, other staff

External Contacts: Community members

6. OCCUPATIONAL HEALTH AND SAFETY:



Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety;
- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient survey and design of selected projects from concept development to finalisation, and for the achievement of organisation and personal goals

- Accountable to offer excellent customer service to internal and external stakeholders as per organisational policies and procedures.

10. JUDGEMENT AND DECISION MAKING:

- Ensure judgements and decisions are in accordance with legislative and policy requirements
- Ensure a high level of confidentiality of information
- Required to make common sense judgements in relation to the specified duties. Guidance is always available from Manager Works and Operations within the time available to make a choice.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to use survey equipment & design software
- Understanding of the function of the position within its broader organisational context, including relevant policies, regulations and precedents.
- Appreciation of the long term goals of the Council.
- Understanding of the relevant technology, procedures and processes used in the organisation.
- Experience in the use of computers (including Microsoft Office suite) and other office technology.
- Ability to exercise discretion when dealing with confidential material.
- High level attention to detail.

12. MANAGEMENT SKILLS:

- This position will require skills in time management, setting priorities, planning and organising own workload to meet legislative, organisational and unit objectives
- Ability to achieve objectives within prescribed timelines

13. INTER-PERSONAL SKILLS:

- Excellent written and oral communication skills, including the ability to prepare routine correspondence and reports.
- Ability to gain the cooperation and assistance from others.
- Excellent customer service approach to both internal and external customers.

14. QUALIFICATIONS AND EXPERIENCE:



- Current Victorian Driver's Licence (or interstate equivalent).
- Currently undertaking a degree in civil engineering or similar.
- Experience in civil engineering design of roads, footpaths, kerb & channels an advantage.
- Experience in the use of CAD software an advantage
- Experience in surveying including use of laser level or GPS survey equipment.

15. EQUAL OPPORTUNITY:

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

16. 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 Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) 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 Council for any purpose other than the discharge of official duties.

17. KEY SELECTION CRITERIA:

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- Knowledge and experience of infrastructure survey, designs, construction and technical specifications an advantage.
- Ability to manage time, set priorities and organise own work.
- Proven willingness to work as part of a team.
- Well-developed written and verbal communications skills.
- Willingness to undertake a police check

---- End ----