

JOB ROLE STATEMENT

GRADUATE CIVIL ENGINEER



KEY RESPONSIBILITIES

Designs and oversees the design of various civil, geotechnical or structural engineering projects under the guidance of a Lead Engineer.

KEY DELIVERIES

Supervision and Management

- Prepares job proposals, including identification of resources to meet agreed programmes, budgets and performance levels, for review and signing by the Branch Manager.
- Executes projects utilising the WML Consultants Integrated Management System (IMS), and in special cases an IMS specified by the Client.
- Forms part of project teams.

Design

Complete the following tasks under guidance:

- Design and Undertake field investigations.
- Prepares designs for various engineering projects in accordance with the relevant Australian and Western Australian standards and codes of practice.
- Prepares engineering reports.
- Consults approving authorities and agencies and complies with mandatory requirements.
- Carries out design checks on own work and the work of others.
- Undertakes ongoing training and development to expand skills and knowledge.
- Undertakes to research and include innovation in design solutions where appropriate.

Project Management

Complete the following tasks under guidance:

- Manages the scoping, project development, design, delivery and review of assigned projects.
- Directs drafting staff and checks their work for compliance.
- Contributes to the development, maintenance and improvement of project management processes and systems within the Company.

Contract Management

Complete the following tasks under guidance:

- Prepares contract documentation and manages the contract tendering process.
- Manages contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Reviews and reports on the performance of both contracts and contractors.
- Undertakes contract management duties as appointed.
- Contributes to the development, maintenance and improvement of contract management processes and systems within the Company.

External Relationships

- Represents the Company with honesty and integrity.
- Consults and corresponds with Clients for job management purposes.
- Responds promptly to Client requests.

REPORTING RELATIONSHIPS

This position reports to: **KALGOORLIE BRANCH MANAGER**

Training will be provided internally and externally as and when required.

LOCATION

WML Consultants (Kalgoorlie).

MANAGEMENT RELATIONSHIPS

This position involves interaction and co-ordination with the firms' drafting, engineering and administration staff.

POSITIONS UNDER DIRECT SUPERVISION

Nil.

SELECTION CRITERIA

- A Bachelor of Engineering Degree in Civil Engineering, or a demonstrated equivalent level of skill, knowledge and experience.
- Australian citizen or permanent resident.

HEALTH SAFETY ENVIRONMENTAL (HSE) RESPONSIBILITIES

Employee is responsible and accountable for:

- Taking responsibility for their own safety and health.
- Ensuring that they do not adversely affect the safety and health of any other person in the workplace through any act or omission.
- Complying with the companies HSE policies, procedures and associated requirements.
- Comply with all reasonable instructions.
- Wearing and using personal protective clothing/equipment as instructed.
- Maintaining and caring for personal protective clothing/equipment provided for their safety and health.
- Reporting all personal injuries, incidents, including near misses, unsafe acts and environmental impacts.
- Correcting hazards and environmental impacts and reporting them to their supervisor.
- Cooperating with management on matters related to HSE.
- Actively involving themselves in all HSE programs and activities

CONDITIONS OF EMPLOYMENT

Refer to the employee's individual contract (separate document), specifying the employment conditions.

WORKING CONDITIONS

The Employee must be able to comply with the following working conditions for the Position:

- Must be able to comply with existing working conditions;
- Must be fit and capable of operating hand tools in the field for small geotechnical investigations;
- Must be willing to comply with Police Clearance;
- Must be able to read and understand English clearly;
- Must be willing to be subjected to work place assessments regarding work station set-up requirements;
- Must hold a current driver's license for the position required;
- Must meet Physical Requirements for the position.
- Must be prepared to travel to job sites away from the office, sometimes requiring overnight stays.

➤ **Physical Demands**

The employee may be called upon to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The employee may also have to do some light lifting of supplies and materials from time to time. When engaged in field work, the job may be physically strenuous and demanding. The employee will be lifting, pulling, and managing equipment and tools. The employee may have to work in all weather, and must be prepared for both extreme heat and cold. The employee must ensure that all activities are completed in a safe and efficient way.

➤ **Environmental Conditions**

The employee may be called upon to work outside in all different weather conditions including extreme heat and cold. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. When performing office-based work, the employee may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of co-workers, clients, and contractors. The employee may find the environment to be busy and will need excellent organizational and time and stress management skills to complete the required tasks.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. These requirements will change from time to time and this Job Statement will be updated in consultation with the employee that fills this positions.

EMPLOYEE ACKNOWLEDGEMENT

I _____ have carefully read and understood my Job Role Statement as provided by the WML Consultants, furthermore, I agree to maintain these duties in my position according to WML Consultants Standards, Policies and Procedures.

EMPLOYEE SIGNATURE:

DATE:

APPROVAL SECTION (OFFICE USE ONLY)			
Reviewed By:		Date:	
Signature:			
Approved By:		Date:	
Signature:			