



# Take the first step, gain experience with us.

## Gain experience in Water Industry Engineering

Undergraduate Engineer (Vacation employment)  
2-3 months flexible contract

Position Description

TITLE

# Undergraduate Engineer (Vacation employment)

BAND

2 (\$50,143 pro rata)

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LOCATION

Newhaven Head Office, Phillip Island

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DEPARTMENT

Strategy, Planning & Performance, Engineering & Construction

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DIVISION

Assets & Operations

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REPORTS TO

General Manager Assets & Operations

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DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Undergraduate Engineer will assist with all facets of the provision of engineering services across the Assets & Operations Division. To grow and develop as a professional engineer by periodically rotating through (by agreement) departments involved with the engineering infrastructure.

## KEY RESPONSIBILITY AREAS

- Participate in and assist Assets & Operations Division with the delivery of its corporate objectives by applying sound engineering methodology to help develop solutions, documentation and contribute to project record keeping.
- Assist with the integrity, accuracy and completeness of asset data contained within the AMIS, GIS, SCADA and hydraulic modelling system.
- Provide appropriate, adequate and timely information and reporting as requested.
- Learn and participate in the development and use of Corporate Systems to achieve accurate and timely completion of tasks.
- Participate in Corporate and individual training and application of new knowledge.
- Uphold a “safety first culture”, and adherence to the Westernport Water’s Workplace Health, Safety, Environmental Management and Asset Management Systems.
- Other duties as directed within the skills and abilities of a position at this level.

## REQUIREMENTS OF THE POSITION

### Key Selection Criteria

Currently completing third or final year of an Engineer degree (civil, mechanical or chemical).

Willingness to participate and learn.

Enthusiastic and open minded.

Demonstrate a high level of communication and problem-solving skills

### Qualifications and Experience

Working towards a Degree in Bachelor of Engineering (civil, mechanical or chemical)

Knowledge of and experience with MS Office applications, such as Word, Excel and Outlook.

Moderate understanding of water and sewerage engineering.

Ability and skills to assist in field operations activities.

Ability to be creative and innovative in thinking, decision making and problem solving.

Willingness to learn and undertake continuous professional development.

Excellent verbal and written communication skills.

### Management and Interpersonal Skills

The employee must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.

All positions necessitate skills in managing time, planning and organising one's own work.

## REQUIREMENTS OF THE POSITION

### Accountability and the extent of authority

Accountable to the General Manager Assets & Operations for undertaking tasks and duties and works under general supervision.

The extent of authority is limited by policies, standards and procedures, the content of this position description and assigned tasks but has scope to exercise discretion in the application of established standards and procedures.

Assist in the development and implementation of asset strategy, planning and performance programs in accordance with approved policies and plans across the Corporation.

### Judgement and decision making

In these positions, the objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.

Guidance and advice are always available within the time available to make a choice.

### Specialist knowledge and skills

An understanding of the relevant technology, procedures and processes used within their operating unit.

An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider Corporation.

Proficiency in the application of standardised procedures, practices, acts and regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment or knowledge of the use of plant which require the exercise of considerable skill or adaptation.





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