



POSITION DESCRIPTION

POSITION TITLE:	Graduate Project Engineer	
REPORTS TO:	Operations Manager	
DIRECT REPORTS:	None	
LOCATION(S):	1 Station Street Cobden, VIC 3266	5 Jenkins Street Warrnambool, VIC 3280
STATUS	Full time	

POSITION PURPOSE

Support the delivery of construction projects by assisting with planning, design, and project management tasks. This role provides an excellent opportunity for a recent graduate to gain practical experience while contributing to commercial construction projects that align with GreenCon's goals and community needs.

KEY RESPONSIBILITIES

1. Construction Support:

- Assist in the design and planning of construction projects in accordance with specifications and standards.
- Support project management activities, including scheduling, cost estimation, and resource allocation.
- Assist in procurement and logistics to facilitate delivery of the works.

2. Technical Analysis:

- Utilize engineering software (e.g., AutoCAD, Civil 3D) for project designs and documentation.
- Evaluate the feasibility of proposed designs and recommend improvements.

3. Compliance and Quality Assurance:

- Ensure all engineering activities meet Australian Standards, local regulations, and safety protocols.
- Participate in quality control and assurance processes during project execution.

4. Stakeholder Engagement:

- Collaborate with team members, contractors, and external stakeholders to support project objectives.
- Contribute to meetings and discussions related to project scope and progress.

KEY PERFORMANCE INDICATORS (KPIs)

- Timely and accurate delivery of assigned project tasks.
- Adherence to quality and compliance standards.
- Positive feedback from supervisors and project stakeholders.
- Demonstrated progression in technical and professional skills.

QUALIFICATIONS AND EXPERIENCE

1. Education:

- Bachelor's degree in an engineering discipline (or equivalent).

2. Experience:

- Internship or placement experience in civil engineering is beneficial.

3. Technical Skills:

- Proficiency in engineering software (e.g., AutoCAD, Civil 3D, Revit).
- Basic understanding of construction processes.
- Highly proficient skills in MS Excel.
- A working understanding of digital markup software (Bluebeam Revu, Adobe Acrobat, etc).
- A working understanding of cadastral surveying would be considered beneficial.
- A basic understanding of OHS laws, regulations and expectations is beneficial.

4. Soft Skills:

- Strong analytical and problem-solving skills.
- Effective communication and collaboration abilities.
- Willingness to learn and adapt to new challenges.

SPECIAL REQUIREMENTS AND WORKING CONDITIONS

- While the role is primarily office based, regular site visits are required. As such, a valid driver licence is required.
- Some travel to remote/regional project locations may be required.
- The role has a 6-month probation period.
- GreenCon provides a full suite of necessary technical tools, including mobile phone, laptop and all associated software and supportive assistance packages, to support the role. While the tools are intended for the employee's exclusive use, subject to company policies they can be used for both professional and personal purposes.
- The employee must exercise absolute confidentiality with respect to the affairs of GreenCon and its customers, including all customer details, transaction details, and intellectual property.
- The employee must offer faithful and diligent service to GreenCon and use their best endeavours to promote GreenCon's interest and welfare.

HOURS OF WORK:

The standard work hours are 42.5 per week (M-F, 7:00 am - 4:00 pm), though a degree of flexibility is needed to reflect the normal operational rhythms of the company and industry. Additional hours worked can be accrued as Time-In-Lieu and taken at a time mutually agreed by the employee and GreenCon.

REMUNERATION:

The role offers a starting base salary between AUD \$75,000-\$85,000, though the final salary will be commensurate with the employee's experience. Superannuation in addition to that will be deposited into a fund of the employee's choice.

APPROVAL AND REVIEW

Prepared by:	Tony McAuliffe	14 January 2025
Approved by:	Robert Obermeyer	16 January 2025
Review by:		30 June 2025
Native doc held at:	OneDrive > Business Services > Industrial Relations & Recruitment > Recruitment > Role = Graduate Project Engineer	