



POSITION DESCRIPTION

Engineering Vacation Student



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Engineering Vacation Student

Position Number	-
Position Status	Temporary
Position Supervisor	Engineering Superintendent (1463)
Department	Asset Management and Project Services
Job Level of Work	I

Job Purpose Statement

Provide engineering assistance and functions relevant to civil / structural / mechanical engineering for capital works and maintenance at a bulk handling facilities.

The engineering student role will provide engineering support to senior engineers and projects by performing calculations inspections, updating technical information including registers and data sheets, compiling of technical and tender documentation.

The engineering student will be required to manage small projects under the guidance of a site engineer, from conception to completion in accordance with GPC procedures and site standards while adhering to the relevant Health and Safety policies.

Job Accountabilities

- Plan, develop and coordinate small engineering projects under direction of a senior engineer or technical officer:
 - Provide input and options on projects to optimise coal handling infrastructure and support clients' requirements.
 - Undertake project design, provide sketches/drawings and details, liaise with the client, surveyors, draftspersons and consultants as required.
- Complete site asset inspections, develop inspection reports and develop work packs for identified defects.
- Provide assistance in project managing new capital works, maintenance or other major projects, ensuring they meet the requirements of customers and the GPC;
- Work towards achieving financial responsibility through identification of cost saving measures and effective utilisation of resources;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:
Growth, Prosperity, Community
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information and make recommendations to the supervising engineer.
- Authority Expenditure in accordance with GPC policy.

Job Challenges & Impacts

- Operate effectively in an environment where there are conflicting demands on resources and budgets.
- Establish and maintain relationships within GPC departments.
- Successful implementation of civil / structural / mechanical engineering projects.
- Develop effective communication networks and techniques to provide information to relevant stakeholders.
- Develop proficient engineering skills and attributes.

Key Relationships

Internal

- Working closely with peers within Engineering Team.
- Interaction with Engineering Superintendent as a direct report.

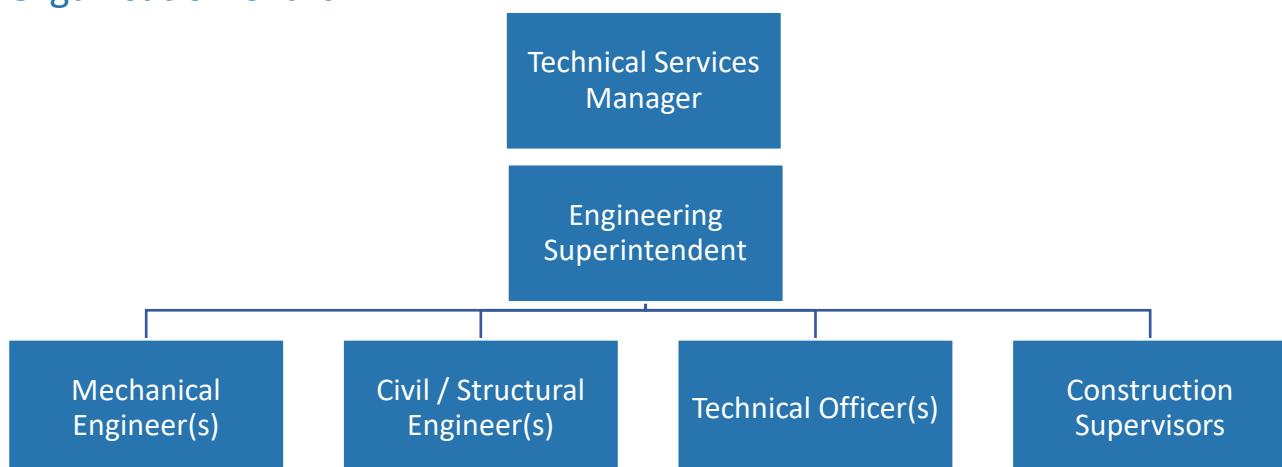
External

- Liaises with drafting and engineering resources.
- Liaises with project stakeholders.

Level of Supervision

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

Organisation Chart



Formal Qualifications

- Gaining Tertiary degree qualifications in Civil / Structural/ Mechanical Engineering and completed a minimum of 2 year FTE of the degree.

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Engineering & Project Management	<ul style="list-style-type: none"> • Understands engineering concepts and principles; • Ability to apply the appropriate tools, systems and methodology within own engineering discipline.
2. Contractor Management	<ul style="list-style-type: none"> • Understands contractor requirements; • Monitors contractor service delivery and works to ensure contractual agreements are met; • Works directly with contractor or contracting company to make amendments as required.
3. Cost Monitoring & Reporting	<ul style="list-style-type: none"> • Broad knowledge of cost monitoring and reporting and understands the importance of these in meeting project outcomes; • Applies a broad understanding of organisational, port and plant cost requirements and expectations; • Monitors, analyses and reports on internal costs as required.
4. Office Technology	<ul style="list-style-type: none"> • The ability to use computer systems and related office technology proficiently. Intermediate to Advanced knowledge of MS office suite including MS Project, reliability software, and work flow maintenance management systems.
5. Safety	<ul style="list-style-type: none"> • Ability to proactively promote, influence and engage in a positive safety culture.
6. Communication	<ul style="list-style-type: none"> • Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.
7. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> • Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.