



## POSITION DESCRIPTION

<b>Job Title:</b>	Graduate Mechanical Engineer	<b>Date:</b>	April 2017
<b>Department:</b>	Technical Services	<b>Supervisor Title:</b>	Technical Services Specialist
<b>Level of Work:</b>	Level of Work 1	<b>Incumbent</b>	Vacant

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### 1. Job Context

Provide engineering functions relevant to mechanical engineering for capital works in the areas of new developments and for the maintenance of existing facilities.

### 2. Job Purpose Statement

The Graduate Mechanical Engineer provides engineering support to senior engineers and projects by performing calculations and modelling, updating technical information including registers and data sheets, compiling of technical and tender documentation. The Graduate Mechanical Engineer will be required to manage small projects from conception to completion in accordance with GPC procedures and site standards while adhering to the relevant Health and Safety policies.

### 3. Job Accountabilities

- Plan, develop and coordinate small capital and maintenance engineering projects under direction of a senior engineer.
  - Provide technical advice and options on capital projects to optimise port infrastructure and support clients requirements
  - Make recommendations where there is a problem with existing or capital projects
  - Provide technical advice on the selection of equipment with a view towards site wide standardization, reliability and maintainability
  - Undertake project design, provide sketches/drawings and details, liaise with the client, surveyors, draftspersons and consultants as required
- Manage and monitor project participation of consultants and contractors by inspecting project works and providing direction and instruction as appropriate.
- Provide a project management service regarding new capital works, maintenance or other major projects, ensuring they meet the requirements of customers and the GPC
  - Proposes and prepares documentation and makes recommendations on the project, and options for each project to meet targets
  - Provide technical and project management advice and input into client requests
  - Controls and coordinates engineering projects as assigned

- Determines project specifications, project packages, refines engineering solutions, ensures design standards are met, and instructs consultants
- Procure equipment and materials supplied by the client
- Work towards achieving financial responsibility through identification of cost saving measures and effective utilisation of resources.
- Ensure that the workgroup meet or exceed the Health, Safety and Environment Management System requirements by fostering HS & E aligned working behaviours, conditions and practices, targeted at achieving zero incidents and injuries.
- Comply with GPC's Code of Conduct and lead by example GPC's values and behaviours:-
  - *Sustainability - We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment, and our community. We engage with and contribute to the communities in which we operate.*
  - *Excellence - We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.*
  - *Customers - We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.*
  - *Respect - We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.*
  - *Empowerment - We support and empower people to give their best and reach their potential. We fully apply our skills and capability, are accountable in our actions, and perform to the best of our ability.*
  - *Teamwork - We are one company, one team. We work together to achieve our objectives.*
- Comply with GPC's policies, standards and procedures in the workplace

#### 4. Decision Making Authority & Impact

- As in accordance with company policy/systems:
  - Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out work of this role
- Authority Expenditure in accordance with GPC policy

#### 5. Key Relationships

Supervisor: Specialist Mechanical Engineer  
 Work Colleagues: Mechanical Engineers

## 6. Level of Supervision

Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked through assignment completion.

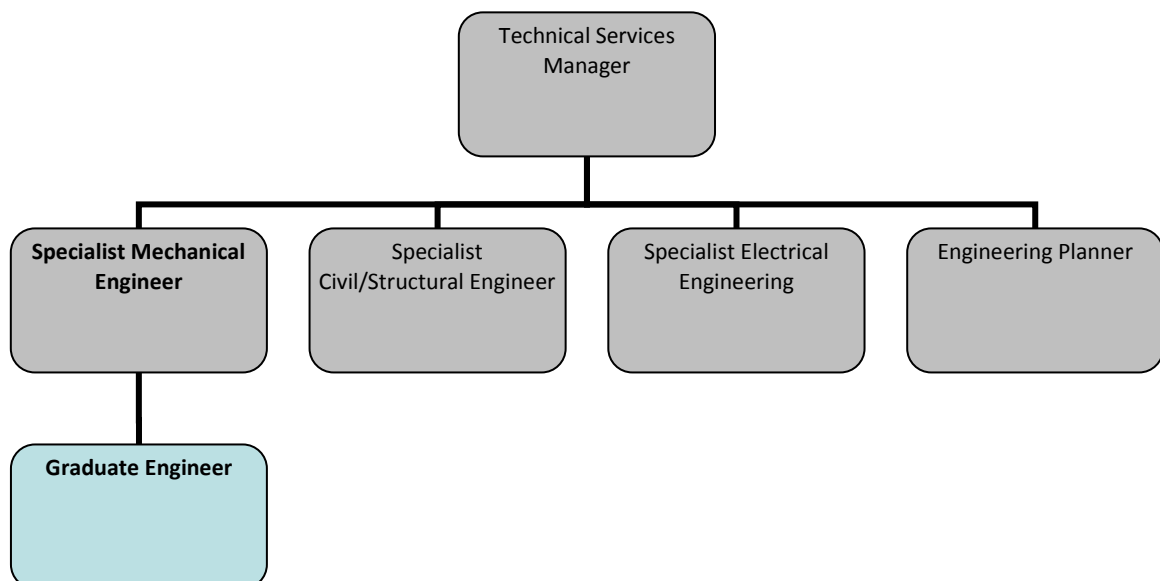
### Internal

- Working closely with peers within Engineering Team
- Interaction with Specialist Mechanical engineer as a direct report
- Interaction with Management, Shiploading and Unloading Coordinators, Planners, Supervisors and Superintendents
  - Provide technical advice as requested and resolve the day-to-day problems relating to project works
  - Interact with construction supervision by providing instructions and technical details
- Interaction with Operations Superintendent, Loading and Unloading Supervisors
  - In discussing details which may affect operations.

### External

- Liaises with drafting and engineering contractors
  - Assistance in specialist areas
- Liaises with Government agencies and commercial bodies such as QR, Ergon Energy, Telstra and council.
  - Ensuring projects comply with relevant standards and legislative requirements

## 7. Organisation Chart



## 8. Formal Qualifications

Tertiary qualifications in Mechanical Engineering acceptable for membership to Engineers Australia.

## 9. Key Selection Criteria

It is essential for the job holder to demonstrate experience and/or knowledge in the following:

Competency	Description
1. Engineering and Project Management	<ul style="list-style-type: none"> <li>• Demonstrated understanding of engineering concepts and principles.</li> <li>• Demonstrated ability to apply appropriate mechanical engineering tools, systems and methodology to complete projects.</li> </ul>
2. Cost Monitoring and Reporting	<ul style="list-style-type: none"> <li>• Knowledge of cost monitoring and reporting.               <ul style="list-style-type: none"> <li>○ Understanding of importance of these in meeting project outcomes.</li> </ul> </li> </ul>
3. Office Technology	<ul style="list-style-type: none"> <li>• The ability to use computer systems and related office technology proficiently.</li> <li>• Demonstrated intermediate to advanced knowledge of MS Office suite of programs including MS Project.</li> <li>• Demonstrated knowledge and experience of CMMS and reliability software.</li> </ul>
4. Problem Solving	<ul style="list-style-type: none"> <li>• The ability to reason, think analytically, conceptually and laterally in order to solve problems and make appropriate decisions.</li> </ul>
5. Social Influencing	<ul style="list-style-type: none"> <li>• The ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations.</li> </ul>
6. Driving Results	<ul style="list-style-type: none"> <li>• The ability to overcome obstacles to achieve results brings ideas into action, and 'push forward' with energy, enthusiasm and urgency.</li> </ul>
7. Modelling GPC Values & Behaviours	<ul style="list-style-type: none"> <li>• Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li> </ul>