

<b>POSITION TITLE</b>	<b>CIVIL ENGINEER</b>
<b>GENERAL DETAILS AND REQUIREMENTS</b>	
<b>Office Location</b>	Level 1 19 Short Street, Southport Q4215
<b>Supervisors</b>	Pinnacle Directors
<b>Responsibilities</b>	Project delivery and coordination of project team (inclusive of designers, CAD technicians and junior staff).
<b>Internal Liaison</b>	The position requires the effective liaison with all Pinnacle staff.
<b>External Liaison</b>	Limited liaison with external clients, contractors, local and government authorities as required.
<b>Role</b>	<p>As a civil engineer you will provide experienced and proactive civil engineering services to the Pinnacle team on current and future projects as directed by the Pinnacle directors.</p> <p>In this role you will provide input on a wide range of projects inclusive but not limited to fee proposals, due diligence, Development Approvals and preliminary designs, Operational Works Applications and detailed engineering design, construction documentation, construction and commission of works.</p> <p>Typical projects will include, but will not be limited to, planning, design and construction of land development, road, water reticulation, sewerage reticulation, stormwater drainage and infrastructure projects. The role will include site supervision of construction works as required.</p>
<b>Main Tasks</b>	<p>As a Civil Engineer in the Pinnacle team it is expected that the following tasks will apply to your day to day work activities:</p> <ul style="list-style-type: none"> <li>• Can work unsupervised, manage self and others and follow Pinnacle systems and templates for the successful delivery of projects;</li> <li>• Possess an intermediate level of design and management capabilities;</li> <li>• Can produce engineering reports and designs to the current and future Pinnacle standards and within set timeframes;</li> <li>• Can represent Pinnacle at meetings with Clients, local and government authorities and other industry professionals as required;</li> <li>• Ensure that all team members are kept well informed of important client and project matters such that the client's requirements are achieved;</li> <li>• Train junior staff on Pinnacle systems and standards as well as engineering software as required;</li> <li>• Actively work towards Chartered (CPEng) and Registered Professional Engineer Queensland (RPEQ) status through a commitment to CPD and self-learning and development.</li> </ul>

<b>Key Skills</b>	<p>As a Civil Engineer in the Pinnacle team it is expected that you possess detailed knowledge and expertise in the following:</p> <ul style="list-style-type: none"> <li>• Development Approval Management;</li> <li>• Infrastructure Design and Construction;</li> <li>• Land Development;</li> <li>• Roadworks Design and Construction;</li> <li>• Sewerage Reticulation Design and Construction;</li> <li>• Water Reticulation Design and Construction;</li> <li>• Stormwater Drainage Design and Construction.</li> </ul>
<b>Qualifications</b>	<p>As a Civil Engineer in the Pinnacle team you will possess the following qualifications:</p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in civil engineering or equivalent; and</li> <li>• 6+ years of relevant work experience.</li> </ul> <p>Whilst it is strictly not a requirement of this role, it is expected that the successful candidate will be committed to attaining CPEng and RPEQ status within the first year of full time employment with Pinnacle.</p>
<b>Technical Expertise</b>	<p>As a Civil Engineer in the Pinnacle team you will have the ability to manage and successfully deliver a wide range of design and construction tasks inclusive but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Engineering Services Reports;</li> <li>• Stormwater Management Plans and Hydraulic Impact Assessments;</li> <li>• Flood Storage Reports;</li> <li>• Traffic Impact Assessments;</li> <li>• Water and Sewerage Network Capacity Assessments;</li> <li>• Detailed engineering design of residential subdivisions, townhouse sites, commercial, industrial and infrastructure projects;</li> <li>• Tender and contract documentation; and</li> <li>• Contract administrations and supervision.</li> </ul>
<b>POSITION SPECIFIC REQUIREMENTS</b>	<b>EXPECTED OUTCOMES</b>
<b>TECHNICAL EXPERTISE</b>	
Perform day to day tasks in accordance with the relevant standards and specifications within the designated timeframes.	Timely delivery of successful outcomes to projects in accordance with industry best practice, legislative requirements as well as Pinnacle's standards and specifications.
Contribute to the establishment and development of work practices within the Pinnacle team in order to successfully deliver projects.	Delivery of design systems and templates (intellectual property) for use by the internal Pinnacle team in the delivery of projects.
Undertake technical design tasks as part of, and coordinate with, multi-disciplinary teams in order to successfully deliver projects within designated timeframes.	Timely delivery of technical reports and designs and ability to successfully integrate and liaise with internal and external project team members.

<b>COMPUTER SOFTWARE KNOWLEDGE</b>	
Microsoft Office	Expert knowledge of Microsoft Office applications sufficient to successfully deliver project tasks within designated timeframes.
AutoCAD	Sound knowledge of AutoCAD applications sufficient to assist in the delivery of day to day drafting tasks.
AutoTurn	Sound knowledge of AutoTurn to assist in the delivery of traffic and car parking assessments as required.
12d Model	Sound knowledge of 12d Model sufficient to deliver projects and assist lead designers as required.
XP-Rafts	Sound knowledge of XP-Rafts to enable the delivery of stormwater investigations and allow interface with other stormwater software packages (i.e. HEC-RAS).
MUSIC	Sound knowledge of MUSIC to enable the delivery of stormwater investigations.
HEC-RAS	Beginner level use of HEC-RAS to allow for the successful delivery of hydraulic impact investigations.
PC Drain	Sound knowledge of PC Drain sufficient to deliver projects and assist lead designers as required.
PC Sewer	Sound knowledge of PC Sewer sufficient to deliver projects and assist lead designers as required.
H2O Map	Sound knowledge of H2O Map sufficient to deliver water network capacity assessments.
XP SWMM	Sound knowledge of XP SWMM sufficient to deliver sewerage network capacity assessments.
Sidra Intersection	Beginner level use of Sidra Intersection to assist in the delivery of traffic impact investigations as required.
<b>SELF AND PEOPLE MANAGEMENT</b>	
Ability to manage self in undertaking day to day work activities in a proactive manner.	Delivery of successful project outcomes within designated timeframes on a regular basis.
Ability to communicate technical views and ideas in a clear, concise and persuasive manner to deliver successful project outcomes.	Delivery of clear and concise design documentation and successful delivery of statutory authority approvals.
Ability to develop successful and long term interpersonal relationships with internal and external project team members as well as government authorities.	Developing and maintaining long term relationships with colleagues, clients and government authorities resulting in a growing professional network.
<b>PROJECT MANAGEMENT</b>	
Excellent individual project management skills with clearly established guidelines within.	Developing and maintaining a well organised work space whilst delivering multiple project tasks within the designated timeframes.
Ability to manage a small team for the successful delivery of projects.	The ability to delegate and coordinate project tasks, as required, to ensure optimum performance of the Pinnacle team in the successful delivery of projects.

## KEY PERFORMANCE INDICATORS

KPI1 Displaying an interest and aptitude in the role of Civil Engineer, inclusive of tasks associated with project management, civil reporting and design of infrastructure, land development, bulk earthworks, roadworks, stormwater drainage as well as water and sewerage reticulation.

KPI2 Displaying an interest in Continuing Professional Development (CPD) both private and in the workplace with the intention of attaining CPEng and RPEQ status within the first year of employment with Pinnacle.

KPI3 Displaying planning, organisation and administrative skills such that processes and procedures are followed ensuring that tasks are prioritised to deliver successful project outcomes.

KPI4 Displaying exceptional ability in identifying problems, problem solving, investigating and locating relevant data.

KPI5 Exhibiting exceptional interpersonal and communication skills, including the ability to relate to and have constructive conversations with team members as well as colleagues external to Pinnacle.

KPI6 Displaying an ability to adapt to changing project and organisational situations.

KPI7 Holding and maintaining a current 'C' Class Driver's License.

KPI8 Maintaining a high standard of personal presentation appropriate for the Pinnacle office environment.

## PINNACLE VALUES AND CORPORATE IMAGE

Being part of the Pinnacle team requires that certain business strategies and daily activities are followed to ensure that our values and corporate image maintains a high standard. These include but are not limited to the following:

- Conduct all business transactions in an ethical, transparent, efficient and professional manner.
- Providing outstanding client service in every instance.
- Unparalleled accountability and responsiveness to client's requirements.
- Providing leadership, excellence and innovation on each and every project to ensure value solutions are delivered.
- Cooperation and understanding.
- Honesty and fairness.
- Equality and respect of other's rights and beliefs.
- Maintaining open communication.
- Recognition of other's skills and abilities.
- Effective and ethical utilisation of business resources as allocated under the level of responsibility of this position.

