

**JOB TITLE** GRADUATE ENGINEER

**DIVISION** DESIGN & ENGINEERING

**REPORTS TO** GENERAL MANAGER

**DATE** 22/01/2025

**NOTE: THE 'REPORTS TO' WILL DEPEND ON THE LOCATION:**

- IF OUTSIDE OF CANBERRA, OFFICE EMPLOYEES REPORT TO THE LOCATION'S GENERAL MANAGER.
- IN CANBERRA, 'REPORTS TO' FOR OFFICE EMPLOYEES WILL DEPEND ON THE DIVISION IN WHICH THEY WORK.

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**POSITION DESCRIPTION**

**Position purpose**

The Graduate Engineer supports the Design and Engineering Division to contribute to the success of the company by providing engineering calculations and developing their technical knowledge. The position will also include engineering management and administration tasks.

**Main responsibilities**

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including Benmax WHSEQ systems
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- Participate in team meetings

Position specific:

- Respond positively to instruction and guidance from Engineers and Project Managers.
- Be proactive in the tasks assigned, seek out resolutions of problems, ask questions to confirm scope and timeframes to complete and where necessary seek clarification before acting.
- Communicate deviations in timeframes for allotted tasks to the Project Manager well ahead of their due date.
- Undertake engineering calculations, produce concept layouts and size plant for the project in accordance with Benmax design philosophies.
- Review relevant code requirements, confirm with peers/seniors and upon agreement incorporate into the design documentation.
- Review equipment options from suppliers for compliance with specifications/briefs and seek out opinions as to reliability of product and other factors to help identify risks to Benmax's reputation.
- Proactively seek out review of completed work before proceeding to construction status in accordance with Benmax QA processes.
- Work with the view we will commission and maintain the facility for life.
- Assist with the management of project budgets in Procore.
- Assist and manage all project-related documentation, notices and correspondence in Procore, and as required for presentation to the Client

**POSITION DESCRIPTION****(Office Employee)**

- Enter potential and/or actual variations to clients in Procore, and as required for presentation to the Client.
- Assist with the collation of information to prepare progress claims for submission to Clients each month.
- Assist with the management of project budgets.
- Assist with project planning tasks.
- Preparation of reports for tracking project progress to Senior Management and Client.
- Assist with the production of subcontracts and purchase orders.

The above list is not exhaustive, and the role may change to meet Benmax strategic objectives.

**Key Performance Indicators (KPIs)**

- Attention to detail/quality of the engineering tasks/calculations
- Timeliness of completing engineering tasks in response to clear project program deadlines
- Adherence to quality assurance processes

**Knowledge, skills and abilities**

All roles:

- Level 4 core competencies (office)

This position:

- Highly developed software skills, particularly Python, Camel and Procore (or similar)
- Developing knowledge of air-conditioning types

**Qualifications**

- Bachelor of Engineering - Mechanical or Diploma of Engineering – Technical/Mechanical (essential)

**Industry membership/s**

- Engineers Australia – Professional Member (MIE Aust)

**Experience**

- Experience in similar role preferred but not essential