



The University of Sydney

DEPARTMENT OF CIVIL ENGINEERING

CAREERS GUIDE

2005

This guide was formulated by the following Civil Engineering Students: Chris Brown, Zoë Cruice, Matthew Gunter, Clare Latham, Adonis Moujalli, Enrique Ocejo, Sara-Rose Pogson, Joshuaun Tan and Ajenta Vijaynayagam as part of their major assignment for Project Scope Cost and Time Management.

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INTRODUCTION

For third year civil engineering students the prospect of embarking on compulsory work experience over a three month period can be a daunting task to say the least. This fear is only escalated in the absence of adequate guidance and assistance on the availability and quality of various companies running work experience programs. This guide has been conceived and created in an attempt to overcome the apprehension students may face. The purpose of this guide to is bifurcated. In one sense it provides general advice for a student embarking on the work force, but additionally the guide particularly assesses the concept of work experience in the context of civil engineering.

Specifically the guide covers:

- how to write a cover letter
- how to write a resume
- interviewing skills
- how to network effectively
- careers in civil engineering
- award rates and working conditions
- careers in: structural design consulting, project management consulting, contracting, materials/supply and government agencies.

This guide was formulated by 9 Civil Engineering Students: Enrique Ocejo, Adonis Moujalli, Sara-Rose Pogson, Clare Latham, Matthew Gunter, Chris Brown, Joshuaun Tan, Zoë Cruice and Ajenta Vijaynayagam as part of their major assignment for Project Scope Cost and Time Management. We hope it is of assistance.

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JOB-SEEKER SKILLS

1. Writing a Cover Letter

Your cover letter is likely to be the first thing an employer will have with which to evaluate you. Your application needs to stand out from the others, as employers often have many applications to deal with. Remember that it is a marketing document, and as with your resume, its primary purpose is to secure an interview, and hopefully a job.

This is your chance to introduce yourself and clearly state what you have to offer the company. You need to highlight your skills and abilities in order to state how you meet the requirements of the job. Research into the organisation, knowledge of the nature of the position and an analysis of your best qualities are the key points that you must convey, whilst addressing the selection criteria.

It is important to plan your covering letter before you start writing. The key messages should emphasise why you are the appropriate candidate for the role. Start by identifying strong points to make about your individual traits, skills, work/life experience and academic achievements.

Tailor your letter to each organisation – the cover letter should not be a standard letter! Make sure you find out about the organisation and the qualities they look for in employees. Make reference to aspects of the firm that you find genuinely interesting, like current or past projects, why you are interested in that particular position and the values and culture of the organisation.

Avoid restating information in your resume in the same language again in the letter – instead, include highlights from your resume, illustrating how this information is relevant to the role you are applying for.

Writing style should be clear and simple – if you use too many colourful adjectives and phrases, it can detract from conveying a strong message. Do not repeat information from the website or brochures word for word.

Keep your letter to one page – two to four brief paragraphs are ample, and will show that you are focused and concise.

Meticulously check spelling, grammar and punctuation

Pay attention to the format of your letter so that the text is well-spaced and there is a good amount of “white space”.

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2. Writing a Resume

Your resume is a sales brochure for yourself and your services. Its purpose is to obtain yourself an interview; it must be succinct, professional looking and clearly show that you have the skills and/or experience for the position. Do not rely on one generic resume but tailor your resume for the position keeping the selection criteria in mind.

Format

- Keep formatting simple. Use 11pt Arial or Times New Roman font with section headings in bold. Make sure the formatting is uniform throughout the document
eg. use one type of bullet point and one font.
- Do not use colour or patterns, these will detract attention from the contents of the resume and make your resume appear unprofessional.

- Number each page and staple the document.
- Use only plain white paper.
- Proof read the document several times, eliminating any spelling or grammatical errors.
- If you are a school leaver or have only been in the workforce for a few years, two pages is a good length.

Structure

- **Contact Details**

Include name, address, home phone, mobile and email address. Use your university email address rather than your hotmail address.

It is up to your own discretion if you decide to include any other personal information. eg. date of birth, marital status, nationality, citizenship. Only include this information if you feel it is of importance or will be advantageous to your application.

- **Education and Training**

Give your education details in chronological order beginning with the most recent qualification obtained. Include:

- name of institution
- name of qualification
- start and finish dates
- mark obtained – if relevant

Include any education you are currently undertaking. This section covers university and TAFE education, industry courses and in-house job training. Also include details of your year 12 education. Do not include any information earlier than year 11.

- **Work Experience**

Outline your career history in reverse chronological order. Include:

- name of employer and description if relevant
- job title
- start and finish dates
- responsibilities/skills

- **Achievements**

In this section include any awards, scholarships, placements in competitions and other such achievements. They do not have to be relevant to the position you are applying for; they are evidence of your competency and initiative.

- **Other Skills (optional)**

Include skills which are relevant to the position you are applying for and which you haven't previously mentioned under Education or Work Experience. eg. proficiency in certain computer programs.

- **Hobbies/Interests (optional)**

It is up to you whether or not you choose to include this section. While it may not seem professional to include, instances have occurred where people have got the job because their employer also liked mountain-biking.

- **Referees**

List the referee's name, position, company and phone number. Alternatively, if you have a written reference from this person, state that the written reference is available upon request. Try to include two to four referees. It is important to seek permission before adding a person to your referees list.

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3. Interviewing Skills

An interview is the gateway to your success in job hunting and therefore is an important skill which requires a thorough preparation. Employers are often amazed at the number of applicants who don't bother to find out basic facts about the industry, profession or organisation. It is unlikely you will be selected for a job without knowing and talking about what the job involves. You also need to be aware of your own selling points.

Types of Interviews

Understand the type of interview - there are a range of different selection procedures to assist employers in the screening process. There are different types of interviews that employers use for assessing candidates.

- **Structured Interviews**
The structured interview is the most frequently used method of interviewing. The interview is a one on one meeting between the employer and the candidate. Questions are based on key selection criteria such as qualifications, work experience, key responsibilities, achievements, reasons for career change, motivation, team work, adaptability and aspirations.
- **Panel Interviews**
Panel interviews are often conducted by large organisations, particularly in the public sector. The panel may include a Human Resource practitioner, a line manager, senior manager, consultant or an employee who has the relevant technical expertise. The panel usually consists of 2-5 people.
- **Group Interviews**
Group interviews are also conducted by large organisations where several candidates are brought together to discuss work related issues and to provide a solution in a simulated business environment. It is designed to assess candidates on workplace behaviours, team playing, leadership, human relations, communication and presentation skills, and problem solving abilities. Group interviews are often assessed by one or more Human Resource practitioners.

Preparation

- Find out the details of the position - especially those qualities that the employer is looking for. You might ask for a position description prior to your interview, or speak to someone doing similar work, about his or her job.
- Research the organisation - find out about specific facts about the firm. Employers like applicants who are keen to work for their business, and showing initiative in researching the firm is an effective way of demonstrating this. You might want to talk to someone who either works for, or has knowledge of, the business in question.
- Be clear about your skills and abilities, personal qualities and experience - One of the best ways to demonstrate your skills is to relate them to practical examples. For example, you might have been captain of a sporting team or interest group. What does this translate to? It's a good way of demonstrating your leadership and interpersonal skills, as well as an ability to accept responsibility. You must be prepared to talk about yourself, trying not to exaggerate, so be forthcoming with information about you.
- Know your application - Your letter, CV and application form has been accepted. Read these documents again and get to know your own story. Use the main arguments for your

candidature as a framework. Around this framework you can blend in additional knowledge and ideas to make it even more compelling and appealing.

- Know your strengths - Researching the company is only half the pre-interview assignment. You have to research yourself as well. You must know your own background so thoroughly that you are prepared to answer any question about it without hesitation and in enough detail to satisfy the interview. Think about your strengths and weaknesses and how you will respond to potential questions.
- Ask questions - When the interviewer asks whether you have questions, have some pre-prepared as this may help you show your enthusiasm and interest in the position. Having no questions to ask may make you look uninterested, unimaginative or both. Try not to ask too many questions.
- Ensure that you have the following details:
 - Date and time of interview
 - Address
 - Name and phone number of interviewer
- Determine what you want from the position. How will this position further your career development? Remember the interview process is an opportunity for both parties to gain an understanding of each other.
- Employers often ask questions which focus on qualifications, work history, behaviours and aspirations. Make a mental note of any achievements you can use to impress the employer. Do NOT exaggerate or boast. A simple statement is sufficient. Think of some work related examples where you were required to demonstrate your abilities, i.e. with regards to management, crises management or customer service.
- Prepare another copy of your curriculum vitae to take to the interview.

Post Interview Process

Your goal after each interview is to improve your performance next time. Treat every interview as a learning experience - remember what went well and what needs to change. Seek feedback from the interviewer and, if appropriate, incorporate their suggestions in your next performance.

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CAREER TIPS

1. The importance of choosing the right company

When you are deciding which company is right for you, it is prudent to consider your greater career and life goals:

Do you want to travel?

Do you want transferable skills?

Do you want to work for yourself?

The answers to these may affect your choice in finding initial employment. If you are wanting to travel, then a larger, multi-national company with exchange opportunities is suitable. If you are wanting transferable skills, you'll be looking for a company that can provide you with exposure to a variety of scenarios and experience opportunities. If you are looking to one day work for yourself, a job with a company with provides you with opportunity to manage is appropriate.

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2. Does size really matter?

You can obtain employment with large national and multi-national companies (e.g. GHD, Bovis Lend Lease, Thies), or smaller, family-like companies (most readily found in the Yellow Pages under Civil Engineers). Larger companies generally have a well-defined work application procedure. Most have a website with a link to Careers and contact details. Small companies do not usually have regular work experience positions and it is best to contact them directly to ascertain the feasibility of sending a CV.

Large companies provide you with the opportunity to:

- obtain exposure to a number of civil engineering areas
- have access to significant resources
- work on large scale and international projects
- travel overseas and within Australia
- offer scholarships and Graduate programs

Smaller Companies provide you with the opportunity to:

- obtain in-depth knowledge of their particular area of expertise
- establish professional relationships with senior partners
- work on boutique and specialized projects
- have a stable, familiar work routine
- obtain graduate employment

It is important, with smaller companies, that there are no personal conflicts as daily contact cannot be avoided. You will be seeing these people on a daily basis for 12 weeks - to ensure you gain as much understanding as you can, it is important you feel comfortable and happy.

Once you have decided which specialisation and whether you would work best in a small or large scale environment, compile a list of approximately 15 companies, research each to gain a better understanding of their role, and set about contacting them!

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3. How to network effectively

By the time you reach the end of your university degree you will, no doubt, be more conscious of how important it is to start developing contacts within the construction industry. For some, this is an art which comes naturally, while for others it is a form of schmoozing that seems insincere. But however you look at it, 'networking' will make finding a job easier.

So where do you start? Once you have realised that 'it's who you know', you will need to start thinking about your networks. Most people already have lots of personal networks which they may not use. Your social circle, university acquaintances, workmates (if you have a part-time job), family and friends, people you have met through sport or other interests and hobbies are all potential contacts. In casting your 'net' out towards these people you need to build positive relationships and keep in touch with the people in your network. Get in touch with people who may not only help you but who may know other relevant people (i.e. members of professional associations, community contacts, student's societies and clubs). Aim to make more contacts than you started with, not just reaffirm those contacts you already had.

Networking is really a by product of going out and having fun. Going to the occasional SUCE barbeque, playing inter-faculty rugby or taking part in the engineering revue are all chances to form meaningful relationships with people who you probably be working with for the next 40 years. Many senior people will still be in contact with people they were at university with and it ensures a solid network of contacts.

Associates can include people who may be in a position to offer you employment, information, advice on your career, introductions to others who can offer any of these things, work experience or a reference. It is important to keep good records of new contacts so that you are able to stay in touch.

Networking techniques include not only talking to contacts that you meet and asking contacts for help, but also gathering general information about your particular area of work or interest and the people in that field, as well as asking people for information about their work. This might mean contacting people you have not actually met in your field and asking them to discuss their work with you at a convenient time.

One of the most effective ways of making some professional connections and giving your resume a lift is through membership of professional associations, specifically IEAust. Since all students can become a member for free until they graduate, this is a wonderful opportunity to take advantage of the resources IEAust offers. If you are on their email list, you should receive notification of upcoming events, and if there is something you are interested in, why not take a group of friends and go. You may have fun and learn something.

Remember that networking is a two-way process, and that you will be called upon to help others at some stage. And remember to always be on the 'lookout', networking does not always work in a predictable, straightforward way – you often meet interesting people when you least expect to.

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4. Award rates and working conditions

Working conditions should be the very first thing agreed upon by employer and employee. These conditions should be set out in a document signed by both parties. The Association of Professional Engineers, Scientists and Managers, Australia (APESMA) has a good guideline as to what this work agreement document should contain.

A placement is generally regulated by an exchange of documents between either the student or educational institution and the employer. The document signed by the employer normally sets out:

- the period of employment
- the number of weeks of placement
- remuneration arrangements
- nature of the work
- minimum work hours per week
- location of employment
- industrial award covering work to be performed
- any special travel/accommodation conditions
- preferred year of course student will have completed
- branch of engineering involved in the work.

Rate of pay should also be agreed upon before commencing any form of Work Experience. Again APESMA has a good guideline to rates of pay for Work Experience Students.

Salary based on level of studies completed*				
Year of course completed	% of current market rate for entry level graduate	Weekly*	Ordinary hourly rate	Casual hourly rate (inc 20% loading)
Completed 1st year	50%	\$394.23	\$10.37	\$12.45
Completed 2nd year	60%	\$473.08	\$12.45	\$14.93
Completed 3rd year	70%	\$551.92	\$14.52	\$17.43
Completed 4th year	80%	\$630.76	\$16.60	\$19.92
12 week industrial experience	90%	\$709.61	\$18.67	\$22.41

* Based on current market rate for an entry-level graduate correct at June 2005

** Based on 38 hour week (to calculate for 40 hr week, divide weekly figure by 40)

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WHICH CAREER PATH SHOULD I TAKE?

Your choice of specialisation, if any, should carefully consider what you enjoy, what academic subjects you achieve/perform best in, and what you wish to gain from your employment in engineering. Clearly, enjoying subjects of a particular area will generally lead to better performance and personal satisfaction. In considering what you wish to gain from your employment within Engineering, it is helpful to know the types of activities/projects each specialisation is generally involved in. Below is a brief summary of each of the 5 specialisation areas of Civil Engineering, which may help you decide which is right for you.

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1. Structural Design

Structural engineering consultants specialise in the consideration of applied loads on structures and design of those structures to withstand these loads. This may involve design of buildings, roads and bridges, storage structures, monuments, retaining structures and a myriad of other structures built from concrete, steel or timber. Primarily consulting structural engineers are involved in the conceptualisation and design of structures, but many structural consulting firms now branch into other areas of engineering and thus structural consulting provides an excellent platform for exposure to a variety of projects and disciplines.

Some of the tasks a structural engineering consultant may undertake are:

- apply principles of engineering mechanics and physics to produce safe and cost effective designs for bridges and buildings;
- investigate sites to determine the most suitable foundation for a proposed construction;
- organise the delivery of materials, plant and equipment needed for the construction project and supervise labour;
- consult with other engineers, architects, landscape architects and environmental scientists;
- supervise the testing and commissioning of completed works;
- help to estimate costs, prepare specifications for materials and carry out surveying and drafting;
- prepare working drawings, plans and designs for construction work;
- help in programming the work, checking materials and inspecting the work;
- use computers to produce designs, detailed drawings and documentation;
- check that finished works are within specifications, regulations and contract provisions.

Graduate structural engineering students should expect to be heavily involved in the design process for the first two to four years of their career. Calculations and applying design principles while supervised by senior engineers is the norm for graduate engineers. In later years the structural engineer takes on greater managerial and supervisory tasks such as site inspections and liaising with other consulting engineers involved in major projects, as well as architects, clients and project managers.

Structural engineering consulting provides an exciting and ever changing career prospect for civil engineering graduates. The large variety of project types provides continual variety and challenges. The structural engineering profession is viewed as one of the most exciting career pathways a civil engineering student can take.

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2. Environmental

Environmental Engineers are concerned with protecting the environment by assessing the impact a project has on the air, water, soil and noise levels in its vicinity. This is done by studying the project's design, construction and operation and minimising any adverse effects that it may have on the environment. Environmental Engineers are also involved in removing problems caused by past activity, such as cleaning contaminated industrial land so it can be used for housing. Environmental Engineers predict what problems may be caused by accidents, such as oil spills for example, and assess what may cause problems for the environment in the long term. They also plan and design equipment and processes for the treatment and safe disposal of waste material and direct the conservation and wise use of natural resources. They are involved in research and development of alternative energy sources, water reclamation, waste treatment and recycling. Environmental Engineers are concerned with planning and organising how water is provided and removed both for large and local schemes. (sourced from IEAust)

Environmental engineers often themselves in active/outdoor career roles.

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3. Geotechnical

These engineers provide information and knowledge on how the soil and rocks beneath a proposed structure will behave under pressure. Some roles of a geotechnical engineer include:

- investigating sites, to find out what is under the ground surface;
- design of foundations, ensuring safety and serviceability;
- design of road and rail cuttings through soil and rock;
- work off-shore, investigating and designing pipelines, cable routes and foundations for oil and gas production facilities;
- design earth and rock-fill dams, making sure that they don't collapse or leak too much;
- design landfills for society's waste products, protecting the environment;
- remediate contaminated soil sites, cleaning up the environment.

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4. Construction Management

Construction Managers are involved in large infrastructure, buildings, bridges, roads and other public projects. They require sound engineering knowledge and competency in the application of projects and programs in the construction industry and are required to have a knowledge of construction methods and skills. Construction Managers can find themselves out on-site overseeing operations. They also need knowledge in project management (including a knowledge of legal and contractual studies, costing and estimating and quality management);

Construction Managers find employment with construction companies, project management specialists, government organisations and large corporations including mining and individual companies.

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5. Project Management

Project Management consultants generally provide advice to project clients and their financiers. Specialist services may include the following:

- Documentation and Procedure Review
 - Development of quality, risk management and safety procedures

- Development of estimating and cost control systems
- Tendering and contract review for contractors
- Risk Management and Evaluation
 - Detailed risk analysis for major projects
- Strategic Project Management advice
 - Procurement strategies
 - Probability advice and audits
- Expert advice on contractual disputes
 - Inquests into structural failures and/or fatalities
 - Project cost overruns
- Corporate education and training
 - Policy development
 - Financial structuring
 - Demand modelling

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6. Government Departments

In this area of work, civil engineers develop their work skills in many different types of jobs. Engineers in government departments are in charge of building public highways, bridges, government buildings, public schools and other types of construction sites that are of public service. Projects that are developed by civil engineers in government departments usually improve the quality of services a city provides to its citizens. It is important to consider that civil engineers that work in government related jobs, have close interaction with people from other professions such as lawyers, government officials, project developers; this means that appropriate communication skills are very important in this profession.

Civil engineers are involved in tasks such as designing, planning and construction of projects given out by government with the purpose of improving the general structure of a city. For example, civil engineers focus on the different types of structures available to build an appropriate water resource facility, and provide advice for the best means of distribution within the city.

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COMPANY PROFILES

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In this section:

1. Structural Design

- Arup
- Baigents
- Bond James Norrie Marsden
- Bruechle Gilchrist and Evans
- Hughes Trueman
- Low and Hooke
- Sinclair Knight Merz
- Snowy Mountains Engineering Corporation
- Taylor Thomson Whitting

2. Environmental and Geotechnical

- Coffey Geosciences
- Douglas Partners
- Egis Consulting
- Geotechnique
- GHD
- Martens
- Patterson Britton and Partners
- Sydney Water

3. Construction

- Abigroup
- Austress Freyssinet
- Boulderstone Hornibrook
- Barclay Mowlem
- Bovis Lend Lease
- Cardno MBK
- Clough Engineering
- Connell Wagner
- John Holland
- Leighton Contractors
- Maunsell
- Multiplex
- Thiess
- Transfield

4. Project Management

- Evans and Peck
- Hyder Consulting
- Kellogg Brown Root
- Meinhardt Consulting
- RTA
- Tracey Brunstrom and Hammond
- Transfield Services



5. Materials and Supply

- Blue Circle Southern Cement
- Boral
- Chadwick Technology
- Rinker Australia
- Rocla Pipeline Products
- Structural Concrete Industries
- Ultrafloor

6. Other

- Department of Public Works and Services
- Railcorp

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Arup

Type of Work: Structural Design

Contact Details: Level 10, 201 Kent Street
Sydney NSW 2000
Ph: 9320 9320

Website: www.arup.com.au

What We Do: "Arup provides consultancy services for every stage of a project – from inception to completion and beyond. Our core role as engineers to the buildings and infrastructure sectors is enhanced and complemented by a broad spectrum of consulting services. This extensive network of skills and services is coordinated in a holistic approach to solve challenges and deliver outstanding results for our clients and their businesses."

Arup engineers designed the Sydney Opera House.

Core Values/
Mission: 'Our [aim is] the creation of an organisation which is human and friendly in spite of being large and efficient. Where every member is treated as a human being whose happiness is the concern of all.'

Arup has a distinct culture and an enduring set of values that bind the firm together. We have an organisational style that:

- Delivers results
- Encourages initiative
- Minimises bureaucracy
- Cares for its members
- Celebrates success

We aim to bring together the best professionals in the world to meet our clients' needs.

Areas of
Expertise:

- Environmentally Sustainable Design
- Water
- Planning
- Fire Engineering
- Geotechnics
- Structural Design

No. Employees: 550

How to Apply: All Australian graduate recruitment is via the on-line application form.

Graduate
Program
Information: "When you first start with Arup, our graduate induction weekend gets you thinking about what path you might like to take. This is a great opportunity for you to start your networking within the firm by developing relationships with graduates from other offices and countries. You'll get to hear about the passion and inspiration that has guided the careers of some of our business leaders

who also started with us as graduates. And you get to have some great fun!”

Potential Employment: We will be looking for approximately 25 graduates for employment within Australia in 2006. The majority of our vacancies are in the water, civil/civil infrastructure, structural, and building services (mechanical/electrical/hydraulics) areas.

However, we are also looking for graduates from more specialist backgrounds, including acoustics, public health, environmental/sustainability, communication systems/business technology, economics and planning, fire engineering, geotechnics, project management, and traffic and transportation planning.

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Baigents

Type of Work: Structural Design

Contact Details: Lvl 6, 225 Miller St
North Sydney NSW 2060
Ph: 9929 7511
Email: sydney@baigents.com.au

Website: www.baigents.com.au

What We Do: “We specialise in structural, civil and mechanical engineering, as well as shop detailing of precast panels and structural steelwork. We have an ability to undertake the design and supervision of structural, civil and mechanical systems as well as management of multi-disciplinary design teams in commercial, industrial structures and materials handling projects.”

Core Values/
Mission: Our aim is to produce quality engineering design, documentation and advice. Building a reputation for this is fundamental for our long term growth and profitability. Our clients, associated building consultants and the community at large can expect our engineering to be safe, serviceable and cost effective.

Areas of Expertise:

- Buildings including commercial, retail, industrial and institutional.
- Materials handling projects
- Earth retaining structures and foundations
- Wastewater treatment structures
- Storm water, roads and earthworks
- Lagoons
- Thin-walled and plate structures
- Shop detail drawings for structural steelwork and precast panels

How to Apply: Call HR Manager.

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Bond James Norrie Marsden

Type of Work: Structural Design

Contact Details: Level 6
68 Alfred Street
Milsons Point NSW 2061

PO Box 337
North Sydney NSW 2059
Ph: 9955 5931

What We Do: e.g. Hong Kong Stadium, Hong Kong.
(http://www.microstran.com.au/gallery_hks.htm)
Florida Residence (residence of Alex Popov), PALM BEACH, NSW
(<http://www.archmedia.com.au/aa/aaissue.php?issueid=199611&article=15&typeon=2>)

Areas of Expertise: Civil large scale structural design down to small scale specialised residences.

How to Apply: Call HR Manager.

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Bruechle Gilchrist and Evans Pty Ltd

Type of Work: Structural Design

Contact Details: 8 Windmill Street
Sydney NSW 2000
Ph: 9770 3300

Website: www.bgesydney.com.au

What We Do: B G & E is a consulting engineering practice that has served the Australian construction industry for more than 30 years. With offices in Perth, Sydney and Dubai, they serve clients nationally, in South-East Asia and the Middle East.

Areas of Expertise:

- Building Structures
- Bridges & Infrastructure
- Bridge Maintenance
- Road & Civil and Marine.

How to Apply: Work experience is not advertised. BGE reviews CVs and awards positions based on merit and need.

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Hughes Trueman

Type of Work: Structural Design

Contact Details: Level 2, 60 Pacific Highway
St Leonards NSW 2065

PO Box 151
St Leonards NSW 1590
Ph: 9439 2633

Website: www.hughestrueman.com.au

What We Do: Hughes Trueman is a consulting firm providing planning, engineering and management services to a broad range of clients in business, industry and government.

Core Values/
Mission: "Hughes Trueman provides significant advantages to clients by taking an active and responsible role in a project team. With expertise in many fields, we are able to look at a project in its entirety and integrate the variety of design issues that arise. Our work process is co-operative, creative and personal. Projects are approached with an open mind, not a standard formula. We investigate a range of options before providing the solution that will maximise value and meet project goals."

Areas of
Expertise:

- Buildings and Structures
- Civil and Environmental
- Heritage and Conservation
- Hydraulic and Fire Services
- Industrial
- Project Management
- Public Infrastructure
- Sydney Water Servicing Coordinator
- Transport
-

How to Apply: Please submit all applications to:
Human Resources Assistant
Hughes Trueman
PO Box 151
St Leonards NSW 1590

What we look for
in a potential
employee: "Committed staff are our most important resource, giving us the opportunity to develop long-term relationships with clients. We employ talented professionals who are easy to work with, creative, flexible and communicative. They have the empathy to identify with our clients' perspectives and the skills to get the job done efficiently. Our directors and associates are actively involved in project delivery from conception to handover."

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Low and Hooke

- Type of Work: Structural Design
- Contact Details: Level 1, 370 Norton St
Leichhardt NSW 2040
- What We Do: e.g.
Tempus Two winery, Pokolbin Region
(http://onesteel.com/images/db_images/casestudies/Tempus%20Two%20Winery.pdf)
Erina Ice World, Erina Fair Shopping Complex
(http://www.onesteel.com/images/db_images/casestudies/Erina%20Ice%20World.pdf)
- Areas of Expertise:
- Structural restoration
 - Structural design
 - Structural steel design
- No. of Employees: 6 partners + junior staff
- How to Apply: Send resume to the above address.
If approved, an interview will be arranged.
- No. of Work Experience Students last year: 6
- Graduate Program Information: No. Each senior partner has the opportunity to employ an undergraduate.
- What we look for in a potential employee: Excellent communication skills.

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Sinclair Knight Merz

- Type of Work: Structural Design
- Contact Details: 100 Christie Street
PO Box 164
St Leonards NSW 2065
Ph: 9928 2100
- Website: www.skmconsulting.com

What We Do:	Sinclair Knight Merz Group is a leading global professional services consulting firm working with public and private sector clients across several chosen market areas. Sinclair Knight Merz is involved in a number of award winning and high profile projects, including the engineering design of the roof for the main stadium for Athens' Olympic Games, the Area C and PACE development for BHP Billiton Iron Ore in Western Australia, the decommissioning of nuclear power stations in the United Kingdom, major road and rail projects in Australia and New Zealand and tackling salinity problems in Australia's Murray-Darling Basin.
Core Values/ Mission:	<p>“At Sinclair Knight Merz, our Culture and Core Values are best represented by the following statement:</p> <ul style="list-style-type: none"> ▪ Our culture is based around personal values of competitiveness and challenge, drive and motivation, high professional standards, controlled risk taking, steady wealth creation, and being good citizens through a demonstration of social and environmental responsibility in what we do. ▪ Our management style is one of openness, support for colleagues, focussing on success through sharing of strategic business information and no game playing. ▪ Our management approach is adaptive to change and built on exceptional service delivery and adding value. ▪ Our people philosophy is based on participative employee development to achieve each individual's potential. ▪ Our ownership structure is one of broad based sharing of equity, targeting continuity of the practice and equitable ownership transfer. ▪ Our commitment is to innovation in product quality that adds value to our Clients' businesses.”
Areas of Expertise:	<ul style="list-style-type: none"> ▪ Mining and metals ▪ Defence consultancy ▪ Buildings and structural design ▪ Environmental ▪ Industrial and infrastructure ▪ Project management ▪ Design consulting
No. Employees:	4000
How to Apply:	Go to: www.skmconsulting.com/careers/howdoiapply.htm Follow the prompts which apply to you. If there are specific positions which are of interest these can be applied for directly, or a general application can be made online.
Graduate Program Information:	See for more information: www.skmconsulting.com/careers/g_graduateProgram.htm
What we look for in a potential employee:	“We value professional excellence, integrity, diversity in the workplace, our independence and fostering an open and collaborative working environment. We look for a motivated, innovative thinker who is focused on delivering exceptional client service and commercial results.”

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Snowy Mountains Engineering Corporation (SMEC)

Type of Work: Structural Design, Environmental, Project Management, Geotechnical

Contact Details: Level 5, 118 Walker Street
North Sydney NSW 2060
Ph: 9925 5555

Website: www.smec.com.au

What We Do: Providing multidisciplinary consulting services in engineering, project management, environmental science and development activities, SMEC has been engaged in assignments throughout the world for 30 years.

Core Values/
Mission:

- Flexibility
- Integration
- Problem Solving
- Listening Culture
- Value for Money
- Quality

Areas of
Expertise:

- Advanced Technologies
- Centre for Geotechnical Study and Design
- Civil Infrastructure
- Climate Change
- Disaster
- Energy
- Enterprise Development
- Environment
- Geotechnical Study and Design
- Greenhouse Gas Protocol
- Hydropower
- Private Power
- Procurement
- Project Development
- Project Management
- Renewable Energy
- Rural Development
- Technology Transfer
- Water
- Transport
- Urban Development

How to Apply: Applications should be made in writing to your nearest SMEC Australian or regional office. Because the positions are dependent on local workloads SMEC is unable to accept applications through the Head Office or through the "Recruitment" web address.

Preference will always be given to those entering final year. Applications should include a covering letter indicating your career interests and a detailed CV.

Graduate Program Information:

In 2003 SMEC introduced a two-year graduate development program for young professionals. The Graduate Development Program is administered in-house in association with the Institution of Engineers Australia (IE Aust).

Participants undergo a two-year rotation program, experiencing a range of technical and regional areas in the SMEC Group of Companies. This is intended to provide them with an all-round understanding of the company's operations and procedures and the extent of its expertise. It also allows them to make an informed choice on the career path they wish to follow. It provides young achievers with the opportunities and exposure to be recognised for future management roles.

Graduates can also participate in a series of formal career development modules designed to achieve Chartered Professional Engineer status or the equivalent in other disciplines.

What we look for in a potential employee:

- Commencing the final year of your studies at a recognised university.
- Completing a degree in Civil Engineering, Electrical Engineering, Geotechnical Engineering, or Environmental Science or alternatively a double degree incorporating any of these disciplines.
- Interested to join SMEC as a graduate at the completion of your studies.

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Taylor Thomson Whitting

Type of Work: Structural Design

Contact Details: 48 Chandos St
St Leonards NSW 2065
Ph: 9439 7288
employ@ttw.com.au

Website: www.ttw.com.au

What We Do: Structural Engineering, Civil Engineering, Facade Engineering and Traffic Engineering.

Core Values/
Mission: The reputation of Taylor Thomson Whitting is based on the ability of the practice to produce innovative, economical and elegant engineering solutions to a wide range of projects.

Areas of Expertise: Structural design of buildings, facades, traffic, civil and stormwater.

How to Apply: 3rd year students and final year students should apply by email at any time but preferably before the end of July.

No. Work Experience students last year: 2

What we look for in a potential employee: Good university results, good communication skills, involvement in other activities ie sport, hobbies, work.

Additional Information: TTW will be employing 3 students and 3 graduates each year in the field of structural engineering.

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Coffey Geosciences

Type of Work: Geotechnical

Contact Details: 8/12 Mars Road
Lane Cove West NSW 2066
Ph: 9911 1000

Website: www.coffeygeosciences.com.au

What We Do: The core business of Coffey Geosciences is to provide innovative solutions to assist in the development of infrastructure, mining, building environmental and natural resource projects using specialised skills in the geosciences and related fields.

Areas of Expertise:

- Geophysics
- Piling & foundations
- Ports & Harbours
- Roads & Pavements
- Tunnels
- Dams
- Mining
- Hydrogeology

How to Apply: See website for downloadable document containing criteria.

Graduate Program Information: Coffey Geosciences is seeking to employ graduates throughout our offices in Australia in the fields of Geotechnical, Environmental, Mining, Groundwater and Geophysics. The Company offers strong career paths through technical advancement as well as management and business development. Coffey Geosciences is committed to the development of its staff through the provision of training and mentoring programs.

See website for downloadable application criteria.

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Douglas Partners

Type of Work: Geotechnical

Contact Details: 96 Hermitage Road
PO Box 472
West Ryde 2114
Ph: 9809 0666

Website: www.douglaspartners.com.au

What We Do: "Douglas Partners is an Australian company, wholly owned by employees. We are an engineering consultancy specialising in the fields of geotechnics, environment and groundwater.

Clients use us primarily to manage the geotechnical and environmental risks associated with their projects. We aim to be acknowledged leaders in our chosen fields of consulting and allied services in Australia and South East Asia. “

**Core Values/
Mission:** “We believe that the hallmark of a good consultant is being a trusted business partner in whom clients have confidence.

Integrity in technical standards and the way we do business, listening to client’s needs, applying ‘state of the art’ technology, striving for the highest quality in respect of accuracy, interpretation and presentation, and responsive and reliable service are all part of Douglas Partners’ approach to building trust and a mutually satisfying long term relationship with our clients.

Our goal is to understand and satisfy our clients’ needs by developing and providing practical, workable, ‘world class’ solutions and cost-effective alternatives based upon our many years of experience.

To quote Don Douglas: "Keep it Simple, Get it Right, Do it Well."

**Areas of
Expertise:** Geotechnics, Groundwater, Environment.

No. Employees: Over 200.

How to Apply: Douglas Partners offers Industrial Training for students from December to February each year whereby students are given work experience in various departments of the company working on specific projects. Applications are invited during July/August each year. The selection process for Industrial Training positions involves an interview with a line manager and a human resource officer.

To apply please forward your resume and a covering letter to:

Human Resources Officer
Douglas Partners Pty Ltd
PO Box 472
West Ryde
NSW 1685

Fax (02) 9809 4095
Email: sydney@douglaspartners.com.au

Queries should be directed to Human Resources Officer:
Ph: 9809 0666

**Graduate
Program
Information:** “Douglas Partners encourages Continuing Career Development for all our staff and have a comprehensive Graduate Development Program in place to build a new graduate’s knowledge and skills in both Douglas Partners business and your own areas of professional interest. As a new graduate, you will generally be rotated around a variety of geotechnical and environmental field and office work where you can learn to apply your uni skills, tackle new challenges, and continue to develop your professional expertise. As part of our Quality Management System we have a comprehensive series of Manuals that clearly

set out all aspects of how to carry out field work, provide consulting advice and manage projects.

We aim to support your development through formal induction, on and off the job training and internal and external career development activities.

Each year Douglas Partners recruit from a broad range of applicants to include Environmental, Geotechnical and Civil Engineering graduates. Our selection process is thorough and generally takes place between August to October each year.

Interviews usually take place in September with one or more line managers and a human resources officer. During your interview we discuss your academic achievements, future goals and work experience. Applications for graduate employment generally close 31st August.

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Egis Consulting

Type of Work: Environmental

Contact Details: 67 Albert Avenue
Chatswood
NSW 2067
Ph: 9412 9999

Website: www.egisconsult.com.au

What We Do: Operating in all states and territories of Australia, Egis Consulting Australia focuses on delivering the best engineering, scientific and project management services for clients' diverse range of project development needs.

Areas of Expertise: The company's expertise is focused into six key industry groups:

- Infrastructure
- Environmental
- Oil and Gas
- Process Industries
- Information Technology
- Building Engineering

No. Employees: 750+ in 9 offices around Australia and South East Asia

How to Apply: Call HR Manager.

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Geotechnique

Type of Work: Geotechnical, Environmental & Testing

Contact Details: 34 Borec Road
Penrith NSW 2750

PO Box 880
Penrith NSW 2751
Ph: 4722 2700

Website: <http://geotech.com.au>

What We Do: The geotechnical division offers a wide range of services in the field of geotechnical engineering, ranging from initial site evaluations (investigations), through the design stages of a project, and ending in quality control of construction operations.

Areas of Expertise: The services provided include:

- Site Investigations
- Engineering Analysis and Design
- Construction Services
- Site Classification
- Pavement Design
- Slope Stability Assessment
- Effluent Disposal Evaluation / Water Balance
- Acid Sulfate Soil Assessment
- Environmental Assessments / Investigations
- Underground Storage Tanks
- Asbestos & Hazardous Materials

How to Apply: Call HR Manager.

Additional Information: Example Project:
Proposed Sewer Line and Pumping Stations, Bundeena – Maianbar. Geotechnique Pty Ltd carried out geotechnical investigations at Bundeena and Maianbar. The investigations involved borehole drilling, groundwater monitoring, in-situ and laboratory testing and an assessment of sub-surface conditions at the proposed pumping station locations. Geotechnique Pty Ltd also provided recommendations on the design of excavation, retaining structures and foundations.

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GHD

Type of Work: Geotechnical, Environmental, Construction

Contact Details: 57 Herbert St
Artarmon NSW 2064

PO Box 2727
St Leonards NSW 1590
Ph: 9462 4700

Website: www.ghd.com.au

What We Do: GHD serve the global market sectors of Infrastructure, Mining & Industry, Defence, Property & Buildings and the Environment.

Recent Projects include:

- Epping to Chatswood Rail Line (Sydney)
- M2 Motorway (Sydney)
- 45km Northern Bowen Basin Rail Link (Central Queensland)

Core Values/
Mission: "GHD's geotechnical engineering practice focuses on the application of our knowledge and understanding of ground behaviour to provide structures and infrastructure that are safe, reliable, cost effective and fulfill the needs of our diverse client network."

Areas of
Expertise: Infrastructure, Mining & Industry, Defence, Property & Buildings and the Environment.

No. Employees: Over 3500 employees (Australia & NZ) - 250 in Sydney Offices.

How to Apply: For summer vacation employment, please submit your application by the end of August 2005. Interviews will typically be conducted during September and October 2005.

All employment applications are to be made using the online application process by submitting a completed application form. (performed online through website).

Graduate
Program
Information: Yes see website for explanation of conditions of program.

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Martens Consulting Engineers

Type of Work: Geotechnical

Contact Details: 26A Bay Road
Arcadia, NSW 2159
Ph: 96551417

Website: www.martens.com.au

What We Do: “Martens are an Australian engineering consultancy wholly owned by employees specializing in the fields of environment, water, wastewater and civil engineering.

With 15 years of national and international industry experience, we bring cutting edge knowledge, technology and innovative design to meet your engineering needs. Martens have undertaken more than 1000 projects involving environmental engineering design, documentation, construction, management, auditing and reporting throughout the Australia, New Zealand and South Pacific region.”

Core Values/
Mission: To deliver sustainable best practice integrated engineering solutions to each development.

Areas of
Expertise:

- Water cycle management
- Water sensitive urban design
- Wastewater reclamation
- Resource recovery and re-use
- Minimising of waste products
- Energy efficient designs
- Water conservation
- Recycling of waste products

How to Apply: Provide a covering letter and your resume and email both to mail@martens.com.au

Graduate
Program
Information: “Our Graduate Career Development Program runs over three to four years and is designed to equip our graduates to become outstanding consultants. You will learn about our organisation, business operations, project management and teamwork, at the same time as developing your business and consulting skills.

Martens provides graduates with project mentors to support your development, both from a technical and overall business sense. Additionally, you will be expected to actively work towards professional industry accreditation, either through an appropriate industry body or an internal company process.”

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Patterson Britton & Partners

Type of Work: Environmental

Contact Details: Level 4,104 Mount Street
North Sydney NSW 2060

PO Box 515
North Sydney NSW 2059
Ph: 9957 1619

Website: www.patbrit.com.au

What We Do: Feasibility studies and concept designs, assessment of environmental impacts, numerical modelling and software development, conceptualisation of natural processes, detailed design and documentation, construction supervision, contract administration and project management.

Core Values/
Mission: "To provide clients with personalised service, superior value, and innovative and timely outcomes."

Areas of
Expertise: Coastal, rivers & estaries, structural/maritime/urban infrastructure, water wastewater & environment, information & communication technology

No. Employees: 80

How to Apply: Call HR Manager.

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Sydney Water

Type of Work: Environmental & Fluids

Contact Details: 115 - 123 Bathurst St,
Sydney NSW 2000

Ph: 132092

Website: www.sydneywater.com.au

What We Do: Sydney Water provides drinking water, wastewater and some stormwater services to more than four million people in Sydney, the Blue Mountains and the Illawarra.

Core
Values/Mission:

- to protect public health
- to protect the environment
- to be a successful business

Areas of Expertise: Water supply, wastewater and stormwater management.
No. Employees: 3500

How to Apply: Applications open during October, apply online.

Graduate Program Information: Information available on this website:
<http://www.sydneywater.com.au/WhoWeAre/CareerOpportunities/GraduateProgram/TheGraduateProgram.cfm>

What we look for in a potential employee:

- Initiative
- Flexibility
- Excellent communication skills
- Analytical skills
- Customer service skills
- Willingness to work in a team environment
- Innovative thinking

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Abigroup

Type of Work: Construction

Contact Details: 924 Pacific Highway
Gordon NSW 2072
Ph: 9499 0999

Website: www.abigroup.com.au

What We Do: Abigroup Limited is a major Australian engineering and construction group. Its activities include engineering, building, project management, a broad range of specialist design and construction services, specialist major project and infrastructure packaging services, maintenance and asset management. Projects include the Sydney Superdome and Harbourside Shopping Centre.

Core Values/
Mission: Abigroup is strongly committed to continued excellence as a multidisciplinary civil, building, asset services and investment company.

Areas of
Expertise: Civil engineering, building, project management, a broad range of specialist design and construction services, specialist major project and infrastructure packaging services, maintenance and asset management.

How to Apply: Call HR Manager.

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Austress Freyssinet

Type of Work: Construction

Contact Details: 37 Prime Drive
Seven Hills NSW 2147
Ph: 9674 4044

Website: www.freyssinet.com.au

What We Do: Austress Freyssinet is a specialist contractor involved in all forms of construction including commercial buildings, bridges, silos, nuclear power plants, dams, harbours and tunnels. eg. World Tower in Sydney.

Areas of
Expertise:

- Structures
- Geotechnical
- Construction

How to Apply: Call the HR Manager.

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Baulderstone Hornibrook

Type of Work: Construction

Contact Details: Human Resources
Level 10, 40 Miller Street
North Sydney NSW 2060

PO Box 1687
North Sydney NSW 2059
Ph: 9935 7100

Website: www.bh.com.au

What We Do: “Baulderstone Hornibrook, one of Australia’s leading multi service groups, is evolving into an integrated service organisation offering conceptual development, project delivery and asset management. Our vision is to deliver sustainable Civil Engineering, Building and Service solutions which exceed client and community expectations.”

Core Values/
Mission: “To deliver sustainable solutions exceeding client and community expectations.

Positioning our business to be front of mind for executing multi-service, value added processes for building and infrastructure.

Our hallmark will be to unleash and harness the talent of our people to deliver innovative solutions through a partnering process with communities and customers.

Our aim is to build profitable outcomes and enhance customers’ prestige, deepen our peoples’ sense of success and achievement and deliver targeted returns to shareholders.”

Areas of
Expertise: “Baulderstone Hornibrook’s integrated service and outstanding project management capability enable us to deliver sustainable solutions to clients across all aspects of the project. We have extensive experience in concept development, and have the capability to undertake feasibility studies, planning, financing and procurement, as well as design, construction, commissioning, operations and maintenance.”

No. Employees: Approximately 800.

How to Apply: Send your application including current Resume and Academic Transcript to the Human Resources department by mail or email to civiljobs@bh.com.au.

Graduate
Program
Information: In some states we currently run a Graduate Program although there is no official program for Civil Graduates in NSW.

No. Work
Experience
students: 2

What we look for in a potential employee: Sound technical knowledge, adaptability, a willingness to learn and be taught new skills, initiative and drive to succeed. Experience in a relevant field will be viewed highly although this is not compulsory for your application to be successful.

Additional Information: The number of Industrial Experience positions offered each year will depend on Project workload and the location of active Projects.

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Barclay Mowlem

Type of Work: Construction

Contact Details: Level 2, Building 3
20 Bridge Street
Pymble NSW 2073
Ph: 02 9855 1600

Website: www.bmcl.com.au

What We Do: Barclay Mowlem is one of Australia's leading Building and Engineering Companies, offering Finance, Design, Construction and Maintenance Solutions, and have operated for more than 50 years in Australia and the Asia-Pacific Region.

Core Values/
Mission: "To continue to enhance the core Australian construction and engineering businesses to ensure operational excellence. To grow our international operations and to continue to foster and develop international strategic alliances and partnerships. To further invest in adjacent and complementary market segments such as services, maintenance and manufacturing businesses.

Our strength is derived from the integrity and reliability of our people, who are our most important asset. Teamwork and mutual trust is at the heart of every successful client relationship. It provides the environment for open communication, a proactive approach and a common goal.

Areas of Expertise: Building, Marine, Engineering, Rail, Civil, Facilities Management.

No. Employees: 2000

How to Apply: Call HR Manager.

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Bovis Lend Lease

Type of Work: Construction

Contact Details: Level 4
30 The Bond
30 Hickson Rd
Millers Point NSW 2000
Ph: 9236 6111

Website: www.bovislendlease.com.au

What We Do: Design Management, Procurement Management, Design/Engineering and Construction.

Core Values/
Mission: Respect, Integrity, Innovation, Collaboration & Excellence.

Areas of
Expertise: Civil engineering, building, project management, a broad range of specialist design and construction services, specialist major project and infrastructure packaging services, maintenance and asset management.

No. Employees: 7500 employees in 38 countries.

How to Apply: Submit resume online.

Graduate
Program
Information: Yes, a Graduate Recruitment Program is available. Bovis Lend Lease also have an undergraduate program, the aim of which is to offer participants an introduction to the roles and responsibilities of a site engineer and the potential of securing a permanent position when studies are complete.

During the program undergraduates will have the opportunity to visit a number of projects and to see first-hand how the business works. They will be given a group assignment to complete which is designed to benefit the company and themselves.

What we look for
in a potential
employee: The ability to develop and maintain customer relationships, leadership potential, Innovative problem solving ability and openness to change and diversity.

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Cardno MBK

Type of Work: Construction

Contact Details: Level 3
Cardno Building
910 Pacific Highway
Gordon NSW 2072
Ph: 9496 7700

Website:	www.cardno.com.au
What We Do:	Cardno is a multidisciplinary professional services organisation. As engineers, program managers, planners, technical advisors and scientists, they work to create better futures for communities around the globe.
Core Values/ Mission:	Cardno's vision is to be a world class provider of engineering, environmental and management services, and IT products, with an expanding regional and global profile.
Areas of Expertise:	Building and Property, Coastal Ocean and Marine, Environment and Water Quality, Urban Development, Management Services, Transport and Water and Wastewater.
No. Employees:	1200
How to Apply:	Email resume and cover letter. Application close in August. Visit the website for further information.
Graduate Program Information:	Cardno has a Graduate Development Program in which the graduate is provided with a personal mentor to assist their career growth and provide support. Cardno provides vacation students with extensive, practical on-the-job training and mentoring.
No. of Work Experience Students last year:	4
What we look for in a potential employee:	Teamwork, Innovation, Intelligence and Initiative.

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Clough Engineering

Type of Work:	Construction
Contact Details:	For Recruitment and Human Resources enquiries email recruitment@clough.com.au
Website:	www.clough.com.au
What We Do:	Clough provides a complete project development service for leading international clients in the oil & gas, minerals, infrastructure and property industries. The Group's turnkey services range from complex front-end engineering design and construction to long-term operations and asset maintenance.
Core Values/ Mission:	<p>"The pillars of our successes are:</p> <ul style="list-style-type: none"> Care for our people, the community and the environment

- Value delivered to our clients
- People who, as leaders in their field, choose to work for Clough
- Engineering skill and creativity
- Organisational learning and development
- Integrity in all our dealings”

Area of Expertise: Complete project development service for leading international clients in the oil & gas, minerals, infrastructure and property industries.

How to Apply: Call the HR Manager.

Graduate Program Information: “Clough’s three year Graduate Development Program is designed to provide graduates with a challenging, interesting and tremendously rewarding start to their careers in the Engineering & Construction Industry.

The aim of the program is to further develop competencies in both the technical and leadership fields. We combine practical experience with a curriculum of educational activities as well as mentoring throughout the program. This is a proven combination, enabling our Graduates to acquire significant, relevant experience to develop and excel in their chosen fields. Each individual Graduate joining Clough will have a varied career path; this reflects the diverse range of people we employ, the great scope of work we’re involved in and the variety of industries in which we work.”

What we look for in a potential employee: Innovation and technical proficiency are vital attributes for Clough’s world class engineering team. Multidisciplined projects call for qualified, experienced engineers and designers with civil; structural; marine (coastal/offshore); mining; process; chemical; mechanical; piping; electrical; instrumentation; systems and control backgrounds.

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Connell Wagner

Type of Work: Construction

Contact Details: 116 Military Road
PO Box 538
Neutral Bay NSW 2089
Ph: 9465 5599

Website: www.connellwagner.com.au

What We Do: Connell Wagner offers a complete multi-disciplinary service - specialising in all facets of engineering design, planning, surveying and management of infrastructure, commercial and industrial projects.

Core Values/
Mission: To be the most successful provider of engineering and technology based solutions.

Areas of Expertise: Road Design, Rail Track, Geotechnical, Tunnels, Water Reticulation, Wastewater Reticulation, Dams and Storage, Irrigation, Hydrology, Flood Studies, Stormwater Groundwater, Pavements & Traffic/Transport.

No. Employees: 2000 staff in Australia, New Zealand and Asia.

How to Apply: Post or email cv and cover letter to HR Manager. Call local branch for availability of placements.

Graduate Program Information: Connell Wagner has a Graduate Development Program in which a mentor engineer is assigned to provide graduates with guidance and assistance throughout the program.

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John Holland

Type of Work: Construction

Contact Details: Lvl 6, 235 Pyrmont St
Pyrmont NSW 2009
Ph: 9552 4288

Website: www.johnholland.com.au

What We Do: John Holland is one of Australia's largest construction contractors and the most diversified, with the whole range of specialist construction skills. John Holland is also Australia's leading rail contractor and a significant services contractor. John Holland has also recently re-entered the mining business.

Core Values/Mission: "We are committed to being the most successful provider of a range of customer driven engineering and construction services. Our aim is to build profitable outcomes and enhance customers' prestige, deepen our peoples' sense of success and achievement and deliver targeted returns to shareholders.

Areas of Expertise: Construction, project management, rail and mining.

How to Apply: Call HR Manager.

Graduate Program Information: Apply through website.

What we look for in a potential employee: "John Holland is committed to attracting and retaining the best in the industry to enable us to achieve our goals. We seek people who are resourceful, innovative and have a can-do attitude, who share their knowledge and skills, who accept responsibility and will work with us to shape the future."

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Leighton Contractors

Type of Work: Construction

Contact Details: Level 10
12 Help Street
Chatswood NSW 2067
Ph: 9414 3333

Website: www.leightoncontractors.com.au

What We Do: Leighton Contractors are one of Australia's leading construction contractors and infrastructure developers. They have been involved in many projects including major highways, mines and buildings including the Westlink M7 and the new Sydney Hilton Hotel.

Core Values /Mission: "Our ability to re-invent ourselves, to keep innovating and the continual delivery of ground-breaking projects. "

Areas of Expertise: Complex infrastructure, communications infrastructure, contract mining, and operations and maintenance delivery.

No. Employees: 12000 people throughout Australia and Asia.

How to Apply: Call the HR Manager.

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Maunsell Australia

Type of Work: All

Contact Details: Level 11, 44 Market Street
Sydney NSW 2000

PO Box Q410
QVB Post Office NSW 1230
Ph: 8295 3600

Website: www.maunsell.com

What We Do: We provide integrated specialist expertise in virtually every aspect of design, project delivery and facilities management in such diverse fields as:

- Land, sea and air transportation
- Hydro and geothermal power generation, transmission and distribution
- Mining and heavy industry
- Natural resource management and rehabilitation
- Buildings, infrastructure construction and management

Core Values/ Mission: "Vision: To consistently deliver outstanding solutions that create a better world in which to work and live.

Mission: To apply our collective expertise to make great things happen through innovation, teamwork, and trust.

Values: Trust, integrity and continuous improvement.”

Areas of Expertise:

In Environmental:

- Water management
- Waste management and site remediation
- Environmental management
- Sustainable development

In Minerals and Industry:

- Architecture
- Engineering
- Sustainable buildings
- Project management
- Mineral resources
- Bulk Commodities
- Chemicals and Industrial Products
- Specialised Services
- Hazardous Operations

In Power and Energy:

- Hydropower
- Thermal and Geothermal
- Renewable Energy Solutions
- Transmission and Distribution
- Fuels and Energy

In Transport:

- Roads, Highways and Bridges
- Rail
- Maritime
- Aviation

How to Apply:

Online CV submission via website:

<http://www.maunsell.com/Careers/brassring.jsp>

or by contacting:

sydneycareers@maunsell.com

Graduate Program Information:

Yes, see:

<http://www.maunsell.com/Careers/39/32/index.jsp>

What we look for in a potential employee:

Teamwork, communication and leadership skills, along with examples of achievement.

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Multiplex

Type of Work: Construction

Contact Details: Level 1
1 Kent Street
Sydney NSW 2000
Ph: 9256 5000

Website: www.multiplex.com.au

What We Do: Multiplex Group is a fully diversified property business that derives its revenue from the following activities:

- Property funds management
- Construction
- Property development
- Facilities and infrastructure management

Multiplex Group's strong track record has given it an established brand with a reputation for quality, innovation and the successful delivery of major projects, particularly large commercial, residential, retail and specialist design and construction projects.

Recent examples of such projects include:

- Telstra Stadium in Sydney
- Federation Square in Melbourne
- Wembley Stadium and the White City retail development in the UK
- Dubai Marina in the UAE

Core Values/
Mission: "Multiplex Group is committed to the wellbeing of its people, the environment and the communities in which we operate."

Areas of
Expertise: Property Development, Construction, Facilities and Infrastructure Management and Property Funds Management

No. Employees: 2000

How to Apply: Via Website by mid-August

Graduate
Program
Information: Yes - see website.

What we look for
in a potential
employee: "Multiplex recruit people of the highest calibre and experience, who are leaders in their field. Multiplex encourages the up-skilling and development of our people, which benefits both the Group and our employees and justifies the decision of many of the industry's best to become a Multiplex employee. "

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Thiess

Type of Work: Construction

Contact Details: Level 5
26 College Street
Sydney NSW 2000
Ph: 02 9332 9444

Website: www.thiess.com.au

What We Do: Established in 1933, Thiess is one of the leading integrated engineering and services providers and operates throughout Australia, South East Asia and the near Pacific.

Core Values/
Mission: "We aspire to be the leading service provider in each area of our diverse operations, supported by a culture of teamwork, innovation, integrity and performance."

Areas of
Expertise: Building, Civil, Mining, Process, Environmental Services, Utilities Services, and Facilities Operations and Maintenance.

No. Employees: 11,500

How to Apply: Via website.

Graduate
Program
Information: See website for further details.

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Evans and Peck

Type of Work: Project Management

Contact Details: 20/390 Eastern Valley Way
East Roseville NSW 2069
Ph: 9882 0500

Website: www.evanspeck.com.au

What We Do: Evans & Peck offers a wide range of specialised services in the areas of project delivery, business enhancement and ongoing operation and maintenance. Such as:

- Contractual advice and litigation support
- Cost engineering
- Design management
- Due diligence services
- Environmental services
- Operations and maintenance
- Planning and programming
- Procurement
- Project certification and verification
- Project delivery services
- Risk management
- Systems analysis

Core Values/
Mission:

The mission of Evans & Peck is three-fold:

- Apply our intellect, common sense and experience in the core business of successful project delivery to ensure better business outcomes for our clients
- Provide employees the greatest opportunity to achieve their career aspirations
- Provide sustainable growth in shareholder value

Areas of
Expertise:

Evans & Peck employs professionals with core expertise in all engineering disciplines as well as specialist expertise in law, commerce, information technology, management and business. The company is continually evolving to meet the needs of our clients and is always looking to augment its capability with talented professionals, graduates and university students.

How to Apply:

Evans & Peck regularly accepts third or fourth year engineering students for paid work experience. To apply for a position, please email your CV, academic transcript and covering letter to graduate@evanspeck.com

Graduate
Program
Information:

“Each year, Evans & Peck seeks to recruit engineering graduates from all disciplines, particularly civil engineering and combined engineering degrees. We look for graduates with energy, initiative, leadership potential, excellent communication skills and problem-solving capabilities. We also prefer graduates with industry experience who can demonstrate leadership experience at their school, university or in the community.”

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Hyder Consulting

Type of Work: Project Management, Environmental

Contact Details: Level 5
141 Walker Street

Locked Bag 6503
North Sydney NSW 2060
Ph: 8907 9000

Website: www.hyderconsulting.com

What We Do: A consulting firm offering a wide range of challenging work from planning, management, engineering design and environmental work.

Core Values/
Mission: "Hyder Consulting is totally committed to providing excellent client service. Doing so comes down to the quality of our people and effective quality and management systems.

Once people are part of our team, we take a proactive approach to career and professional development, training, and client care, commercial and project management skills. Our aim is to field well-rounded professionals."

Areas of
Expertise:

- Planning
- Environmental
- Design
- Management

No. of
Employees: 3000

How to Apply: Email your CV or completed application to: hr.au@hyder.com.au

Graduate
Program
Information: "We recruit in the region of 40-50 graduates each year. Opportunities span our major offices and, once you join us, there may be further opportunities for you to work in other countries.

We take training and personal development very seriously and see your career as a learning journey. We will encourage and assist you to pursue professional qualifications and back this up with a range of internal and external training opportunities which will be agreed as part of your development plan and the company's wider resource needs. Training at Hyder doesn't stop when you achieve Chartered status or other initial professional goals. We will try and support you as your goals and ambitions change over the course of your career."

What we look for
in a potential
employee: "Hyder Consulting prides itself on its high standards of recruitment. We only recruit quality professionals. We seek staff who thrive on challenges, both technically and commercially. Staff who wish to work as part of a professional team and most importantly, staff who will deliver quality products and add value to our client's portfolio. Our staff must be mobile and flexible - if you are prepared to travel then we will undoubtedly provide the opportunities for you to develop your career in the international arena."

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Kellogg Brown Root (KBR)

Type of Work: Project Management

Contact Details: Maritime Trade Towers Level 9
201 Kent Street
Sydney NSW 2000

GPO Box 1618
Sydney NSW 2001
Ph: 9911 0000

Website: www.halliburton.com

What We Do: KBR provides a wide range of engineering, construction, operations and maintenance, logistics and project management services to three markets: upstream, downstream and government & infrastructure.

Core Values/
Mission: "KBR has an unsurpassed ability to field a comprehensive construction organisation anywhere in the world. Our skill set includes all aspects of construction execution, including international construction management, direct hire labor, subcontracts management and an extensive support organization for systems, equipment and tools."

Areas of
Expertise: The upstream sector includes oil and gas production facilities, pipelines, gas processing and liquefied natural gas production facilities and receiving terminals.

Downstream includes oil refining, petrochemicals, synthetic gas and fertilizer production facilities.

KBR's government operations business provides a broad range of services to the military and civilian branch of governments around the world.

Infrastructure includes a wide range of facilities and services; including roads, airports, railroads and buildings, and coordinating and planning major events.

No. Employees: Employs 60,000 people in 49 countries around the world.

How to Apply: Call the HR Manager.

What we look for
in a potential
employee:

- Technical competence
- Strong oral and written communication skills
- The ability to build relationships and work in teams
- Planning and organization skills
- Adaptability

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Meinhardt Consulting

Type of Work: Project Management

Contact Details: Level 2
400 Kent Street
Sydney NSW 2000
Ph: 9699 3088

Website: www.meinhardtgroup.com

What We Do: See for a list of projects and related tasks completed:
www.meinhardtgroup.com/content/projectsoffice.asp

Areas of Expertise: Multi disciplinary, from management to technical design.

No. Employees: 1500

How to Apply: See for current job opportunities: www.meinhardtgroup.com/common/career.asp

What we look for in a potential employee: "The Meinhardt Group is driven by a creative breed. They explore the unknown in their bid to create the ultimate solution. They enjoy responsibility and flourish under pressure. Yet they never forget that it is the team approach that provides long-term success."

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Roads and Traffic Authority (RTA)

Type of Work: Project Management, Construction

Contact Details: Centennial Plaza, 260 Elizabeth St
Surry Hills NSW 2010

PO Box K198
Haymarket NSW 1238
Ph: 9218 6888

Website: www.rta.nsw.gov.au

What We Do: The RTA is the NSW State Government agency responsible for:
Improving road safety.
Testing and licensing drivers and registering and inspecting vehicles.
Managing the road network to achieve consistent travel times.

The RTA manages 17,623 km of State Roads including 3105 km of National Highways. This includes facilities such as traffic lights, roundabouts, signs and linemarking. It also manages nearly 3000 km of Regional Roads and Local Roads in the unincorporated area of NSW where there are no Local Councils. It provides financial assistance to local councils to manage 18,497 km of Regional Roads and, to a limited extent, Local Roads, through funding and other support.

Other areas of RTA interest include 4787 bridges, major culverts and tunnels and nine vehicular ferries.

Core Values/ Mission:	<p>The key principles that all RTA staff, as public sector employees, should aspire to are:</p> <ul style="list-style-type: none">▪ Serving public above private interests▪ Accountability▪ Leadership▪ Openness and objectivity▪ Honesty▪ Courage
Areas of Expertise:	<ul style="list-style-type: none">▪ Engineering▪ Environmental Management▪ Project Management▪ Business▪ Information Technology▪ Law▪ Marketing▪ Traffic
No. Employees	6900
How to Apply:	<p>Send Application (Download application form and include a CV with referees) to:</p> <p>Teamleader Recruitment Services Unit Roads and Traffic Authority PO Box 3035 Parramatta NSW 2124</p> <p>Or</p> <p>Submit online via www.jobs.nsw.gov.au</p>
Graduate Program Information:	<p>The Graduate Recruitment and Development (GRAD) Program is a three-year program that gives graduates a broad perspective of the RTA's activities while encouraging the development of well-rounded professionals.</p> <p>You experience the many facets of the RTA by undertaking at least five placements during the GRAD Program. For most graduates, one placement is in regional New South Wales. Engineers complete at least two placements in regional areas.</p> <p>Each placement lasts six months, all but one in an area related to your discipline. This placement strategy gives you greater insight into the RTA's work and helps you expand your skills.</p> <p>We train all graduates in a broad range of areas, from project management to technical skills to supervisory/management skills.</p> <p>The RTA also supports and encourages ongoing study. If you want to study part time in a field aligned with your role, you may qualify for financial assistance and study leave.</p>

- What we look for in a potential employee:
- Leadership ability
 - Ability to embrace and adapt to change
 - Analytical and communication skills
 - Ability to organise and achieve work objectives
 - Motivation and energy
 - Team approach

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Tracey Brunstrom and Hammond (TBH)

Type of Work: Project Management

Contact Details: Level 12, Philips House
15 Blue Street
North Sydney NSW 2060
Ph: 9922 2511

Website: www.tbh.com.au

What We Do: The Tracey Brunstrom & Hammond Group is an Australian consultancy that provides strategic and project management services to industry.

Core Values/
Mission: "To be a vibrant, energetic and successful team and to earn the highest respect because we deliver significant benefits, consistently helping our clients achieve better results."

Areas of Expertise: The Group offers a diverse range of services which include:

- Strategic Planning
- Time Management and Planning
- Dispute Resolution
- Cost Management
- Training
- Project Coordination
- Relocation Management
- Change Management
- Value Management
- Risk Management
- Technology Management

How to Apply: Call the HR Manager.

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Transfield Services

Type of Work: Project Management

Contact Details: Level 12
201 Kent Street
Sydney NSW 2000
Ph: 9475 5600

Website: www.transfieldservices.com

What We Do: Transfield Services is a leading provider of operations, maintenance and asset management services with more than 130 contracts across Australia, New Zealand, South East Asia, and the Gulf Region.

Core Values/Mission: "To be a world class leader in the provision of outsourcing services to organisations in the public and private sectors."

Areas of Expertise: Operations result from more than 130 contracts across 11 diverse industries. Clients of Transfield Services include major national and international companies, as well as all levels of government. Transfield Services operates across a number of industries including mining and process, hydrocarbons, roads, rail and public transport, water, power, telecommunications, facilities management and defence.

No. of Employees: 13,000

How to Apply: Send your application including current Resume and Academic Transcript to the Human Resources department by mail to; PO Box 1687 North Sydney NSW 2059 or email to civiljobs@bh.com.au.

What we look for in a potential employee: Transfield Services seeks to employ people who are: driven by a commitment to customer service, innovative, results focused, flexible and receptive to change and demonstrate leadership potential.

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Blue Circle Southern Cement

Type of Work: Materials

Contact Details: Clunies Ross St
Prospect 2148
Ph: 9033 4000

Website: www.bluecirclesouthern cement.com

What We Do: "Blue Circle Southern Cement is a cement producer with manufacturing operations in the most populated eastern states. We have a large transport fleet to manage the logistics sector. The company supplies the construction industry and retail hardware market with bagged cement and increasingly popular packaged concrete mixes, mortars and grouts. The company is a major lime producer and a large producer of limestone for internal and external sales from substantial limestone reserves at Marulan in NSW. Blue Circle Ash is a leading distributor of power station fly ash in NSW."

Core Values/
Mission: "Maintaining quality of products and services but still ensuring that manufacturing operations have minimal impact on their surrounds. Also developing products which are made by sustainable manufacturing techniques and that contribute to the development of an environmentally friendly built environment."

Areas of
Expertise: "In addition to limestone and ash supply, we assist building professionals to meet the performance requirements of specialised projects. Through extensive experience and research we develop solutions to specified projects. Our capabilities is to adapt to unfavourable environments in which our technical support team will inspect."

How to Apply: For recruitment opportunities within Blue Circle Southern Cement direct your enquiries in writing to
Human Resources Department
PO Box 42
Wentworthville NSW 2145

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Boral

Type of Work: Materials and Supply

Contact Details: Level 39, AMP Centre
50 Bridge Street
Sydney NSW 2000
Ph: 9220 6300

Website: www.boral.com.au

What We Do: Boral produces and distributes a broad range of construction materials, including quarry products, cement, fly ash, pre-mix concrete and asphalt; and building products, including clay bricks and pavers, clay and concrete roof tiles, concrete masonry products, plasterboard, windows and timber.

Core Values/ Mission:	<ul style="list-style-type: none"> ▪ Leadership ▪ Respect ▪ Performance ▪ Persistence
Areas of Expertise:	Boral specialises in supply of a construction materials. We offer a wide selection of products including ash, asphalt, masonry products, concrete, cement, demolition agents, clay pavers, plasterboards, timber and quarry products. In addition to supply, our services include concrete placement, formwork and scaffolding, landfill, road construction and roofing.
No. Employees:	15,100 employees working across 650 operating sites.
How to Apply:	Applications including a cover letter and resume should be emailed to gradbcmqld@boral.com.au For more information call (07)3867 7600 or apply online via website.
Graduate Program Information:	“Seeking recent graduates (last 2 years) or those who are due to complete their degree current year ending. In the initial two years of the graduate program, you will be responsible for achieving objectives that are accountable and deliver real outcomes. You will be assigned a mentor and undergo a formalised two year training and development program.”
What we look for in a potential employee:	Engineering Graduates with the necessary drive and initiative to thrive in a fast paced and often challenging environment. Civil and Mechanical disciplines are preferred although all engineering backgrounds will be considered.

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Chadwick Technology

Type of Work:	Materials and Supply
Contact Details:	10 Tramore Place Killarney Heights NSW 2087 Ph: 9452 0333
Website:	www.chadwicktechnology.com.au
What We Do:	The Chadwick Technology Group is one of Australia's and South East Asia's leading roof engineering and construction groups.
Core Values/ Mission:	Chadwick Technology's professionally qualified Engineering and Construction staff have unparalleled experience in the understanding and design of composite roofing systems for complex structures.
Areas of Expertise:	For forty years, Chadwick has been developing and testing systems and products to satisfy a wide range of construction and performance conditions. Chadwick has acknowledged expertise in construction acoustics and the development of complex design solutions.

Chadwick Technology has particular expertise in designing and installing the complex composite systems required for unusual building shapes such as domes, barrel vaults, hyperbolic paraboloids, cones and spheres.

How to Apply: Call the HR Manager.

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Rinker Australia

Type of Work: Materials and Supply

Contact Details: Level 8, Tower B
799 Pacific Hwy
Chatswood 2067
Ph: 9412 6600

Website: www.rinker.com.au

What We Do: We are an international company which focuses on supply of heavy building materials. Specialising in aggregates, concrete, cement, asphalt and concrete piping.

Core Values/
Mission:

- Nothing comes before the safety of our employees, contractors or the public
- Employees and contractors give value to our customers and business when their hearts and minds are fully engaged in their work
- Once we are assured of the safety and well-being of our employees and contractors, nothing stands in the way of us delivering on our commitments to our customers
- We operate as efficiently and productively as possible in order to create value for our employees, contractors, customers and owners

Areas of
Expertise: Supply of heavy building materials - aggregates, concrete, cement, asphalt and concrete piping.

How to Apply: Please send your application to graduatetraineerecruitment@rinker.com.au

Graduate
Program
Information: There are many Graduate opportunities available, please see website for further details.

What we look for
in a potential
employee:

- Values personal safety and safety of others
- Strong communication skills and ability to deal with a diverse workforce
- Team player
- Strong mobility and willingness to travel
- Enjoys variety
- Responsible and accountable
- Driven and motivated to succeed
- Seeks career progression
- Willingness to get "hands dirty"
- Outdoors and/or manual orientation
- Interest to work in the heavy building materials industry

- Additional Information:
- Potential career paths include:
- Area Management (management of a geographical region covering concrete and/or quarry operations with full profit accountability)
 - Quarry Management,
 - Concrete Operations Management
 - Production Management
 - Factory Management

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Rocla Pipeline Products

Type of Work: Materials and Supply

Contact Details: Tower A, Level 5
821 Pacific Highway
Locked Bag 7013
Chatswood NSW 2067
Ph: 9928 3500

Website: www.rocla.com.au

What We Do: Engineer, manufacture and supply pipeline products, railway sleepers, transmission poles for the infrastructure markets

Core Values/
Mission: Rocla's mission is to strengthen and expand its core business and build leading positions in new products by developing its capabilities in product and process technology, marketing and relationship building and commercialising technology.

Areas of Expertise: Concrete technology, commercialising new technologies, design and manufacture of concrete products including pipes, railway sleepers, poles, environmental products.

No. Employees: 750

How to Apply: Call the HR Manager.

No. of Work Experience students last year: 2

What we look for in a potential employee: Excellent technical skills, enthusiasm and work well with others and the capacity to grow both technically and into other functional areas including management.

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Structural Concrete Industries

Type of Work: Materials and Supply

Contact Details: Level 1, 7 Hill St
Roseville NSW 2069
Ph: 9411 7764

Website: www.sciaust.com.au

What We Do: Specialist designer and manufacturer of structural precast concrete operating in the fields of Building, Civil and Marine infrastructure construction.

Core Values/
Mission:

- To ensure the continued very high quality of manufactured products.
- To make safety an integral part of managerial & supervisory positions
- To ensure safe practices are planned into production operations
- To involve employees in safety training and consultations

Areas of
Expertise: SCI's particular specialty lies in the design and manufacture of pretensioned and post-tensioned concrete. The company maintains one of the largest and most modern manufacturing facilities in Australia.

Plant and equipment is available for very large-scale precasting output required to meet the most demanding needs of major infrastructure projects.

No. Employees: 40

How to Apply: Call the HR Manager.

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Ultrafloor

Type of Work: Materials and Supply

Contact Details: 6 Kyle St
Rutherford NSW 2320
Ph: 4932 4433

Website: www.ultrafloor.com.au

What We Do: Providing the construction sector with an innovative precast concrete flooring system that is both cost effective and efficient.

Core Values/
Mission: Pproviding a quality service to our customers

Areas of
Expertise: Precast concrete flooring system design for both commercial and residential use.

How to Apply: Call the HR Manager.

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Department of Public Works and Services

Type of Work: Public Department

Contact Details: Level 17, McKell Building
2-24 Rawson Place
Sydney NSW 2000
Ph: 9372 8877

Website: www.dpws.nsw.gov.au

What We Do: The Office of Public Works & Services is a NSW state government agency within the Department of Commerce super ministry along with Fair Trading, Industrial Relations and Information & Communications Technology. They are responsible for:

- Government procurement services
- Buildings & infrastructure
- Environmental solutions
- Business services

Core Values/
Mission:

- Honesty and fairness
- Accountability and transparency
- No conflict of interest
- Rule of law
- No anti-competitive practices
- No improper advantage
- Co-operation

Areas of
Expertise:

- Business services
- Property Management and Development
- Project Management
- Building and Infrastructure
- Building Engineering
- Building Maintenance and Repairs
- Energy Management Solutions
- Heritage Services
- Water Services
- Government Procurement
- Construction Suppliers

How to Apply: Call the HR Manager in Head Office.

Graduate
Program
Information: Successful applicants are offered a place in a two-year development program designed to provide an overall understanding of the client services and business activities in relevant offices of the Department of Commerce.

Graduates will spend the first two years rotating through various placements that their sponsoring office identifies as relevant to their end placement. Individual training packages will be tailored to meet needs of

each graduate.

The program involves a comprehensive orientation and induction where graduates are assisted with support and training before commencing in their relevant office.

Email Gradprogram@commerce.nsw.gov.au

What we look for in a potential employee: We are looking for dynamic, ambitious individuals with the desire to succeed. Graduates require a solid academic performance complemented by leadership and management potential. Highly sought after graduates will have strong communication and analytical skills with a flexible approach towards work.

In an ever-changing and competitive environment we need to attract and retain the best and brightest to work with us.

Commerce is committed to equity and diversity to support social justice and business effectiveness and encourage applications from women, Aboriginal and Torres Strait Islander people, people with a disability and people from diverse language and cultural backgrounds.

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Railcorp

Type of Work: Transportation

Contact Details: PO Box K349
Haymarket NSW 1238
Ph: 8202 2000

Website: www.railcorp.info

What We Do: RailCorp provides passenger rail transport throughout NSW via its CityRail and CountryLink services and is responsible for the safe operation, crewing and maintenance of passenger trains and stations. It also owns and maintains the metropolitan rail network and provides access to freight operators in the metropolitan area.

Core Values/Mission: RailCorp's main focus is the provision of a safe, clean and reliable passenger rail network throughout NSW.

Areas of Expertise: Civil, Computer Systems, Electrical (signalling), Environmental, Mechanical, Surveying, Telecommunications, Project Management.

How to Apply: Call HR Manager or visit the following link for any available opportunities:
www.railcorp.info/recruitment_and_training

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SAMPLE COVER LETTER

[Your Name]
[Address]
[Telephone number/s]
[Email address]

[Contact Person's Name]
[Their Position]
[Name of Organisation]
[Address]
[Date]

Dear (Always find out the contact person's name, not just Sir/Madam)

Re: Application for [Position ie. Student Engineer role Dec 2005 – Feb 2006]

Paragraph 1: This paragraph should simply state who you are and the position you are applying for.

Eg: I am currently in my third year of a Bachelor in Civil Engineering (Structural) at the University of Sydney. I am keen to complete my industrial placement with you as I have a particular interest in bridge engineering, which I believe is your specialty.

Paragraph 2: This is the paragraph where you show you have researched the company a little (showing that you are really interested in working for that **particular** company). This paragraph is important as it shows that you have initiative and have not just sent a standard cover letter. Perhaps you are interested in a company because of a particular project site you wish to work on or they are designing a particularly prestigious building.

Eg. I am attracted to your company because of the number of high profile projects you have been involved in in recent years, such as ... Your current work on the ... Bridge particularly interests me as I wish to work in the structural design of infrastructure, mainly bridges.

Following Paragraphs: This section of the cover letter should incorporate an argument of why you satisfy the selection criteria or job description. Each claim should be justified by showing that you meet the specifics. For example, use your education/course, employment history or other experiences to illustrate skills that are relevant to the selection criteria.

*Eg I have an excellent academic record, developing a broad range of skills throughout my courses. I have maintained a distinction average and particularly excelled in my Concrete Structures 1 course, receiving a grade of 89%.
Throughout my course I have undertaken various extra curricular pursuits and work experience to develop professional skills. I have worked in the hospitality industry for over two years, giving me a high level of interpersonal skills. Furthermore, high appointments on the sporting arena and university committees illustrate my leadership qualities.*

The Final Paragraph: This should end the letter crisply, not dragging on or restating what you have already said. This paragraph should simply state that you have attached your resume and that you will be available for an interview at any time.

Eg Please contact me at your convenience should you wish to discuss my application further.

Yours Sincerely,

[Your Name]