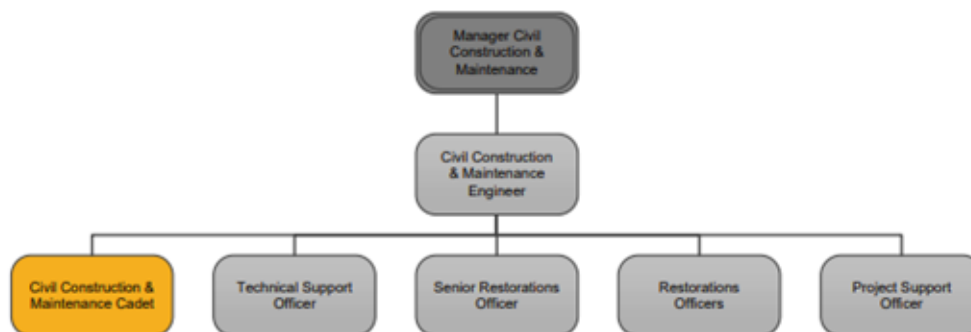


## POSITION DESCRIPTION

<b>Position Title</b>	Civil Construction & Maintenance Cadet
<b>Position Number</b>	31212
<b>Division/Directorate</b>	Community Assets
<b>Branch</b>	Civil Construction and Maintenance
<b>Grade</b>	T4-T10
<b>Band and Level</b>	Band 1 Level 1
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Employment screening including but not limited to, qualification check</li> <li>• Licencing or registration requirements</li> <li>• Attending a pre-employment medical</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Refer to the TIA for further information.</p>
<b>Reports To</b>	Civil Construction and Maintenance Engineer
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<p>Welcoming - Embracing our vibrant and diverse community</p> <p>Liveable - Strong and integrated connections between our people and our services</p>

### Reporting Structure



### Position Purpose

The Cadet Engineer will work under direction to complete minor projects to gain experience in investigations, design review, project management, construction and maintenance, operations and other activities associated with the provisions of engineering services in local government.

**Key Result Areas**

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

**Key Duties & Responsibilities**

1. Assist with project management for the delivery of Civil Construction and Maintenance projects in conjunction with the Works Coordinators and Civil Construction and Maintenance Engineer
2. Gain understanding of Councils Civil Construction and Maintenance branch, including electronic operating systems and safety management systems, relevant Engineering standards, statutes, codes of practice and policies and procedures applicable in a local Government setting. Including the development of skills in reading and interpreting plans, drawings, and work instructions to identify suitable solutions and techniques for successfully delivering projects and program.
3. Gain an understanding of Council's Project Management framework and delivery of planned projects to meet technical designs and guidelines.
4. Under direction, undertake minor projects including technical research and collecting and compiling data and completing technical reports.
5. Assist with the development of Technical Specifications for the Civil Construction and Maintenance branch. Including, under direction, assist with the preparation of Request for Quotation and Request for Tender documentation.
6. Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the position's supervisor
7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
8. Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

**WHS Responsibility**

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

**Risk Management Responsibilities**

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - o understand and adhere to the principles of Risk Management within their job role;
  - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - o provide input into various risk management activities;
  - o report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - o follow Council policies and procedures.

**Records and Information Management Responsibilities**

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.  
 Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

**Essential Criteria**

1. Completed a minimum of 2 years of an undergraduate degree in Civil Engineering, Project Management or related qualification
2. Well-developed oral and written skills
3. Ability to work independently and as part of a team
4. Ability to liaise with staff and the community
5. Demonstrated ability to apply EEO, WHS and ethical principles and to act with probity at all times.

**Desirable Criteria**

1. General knowledge of Civil Engineering or Project Management
2. Understanding of Local Government

**Prepared By**

Manager Civil Construction & Maintenance

**Date Prepared**

January 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**