

POSITION DESCRIPTION	
Title:	Cadet - Civil Engineer
Group:	Various – rotation through various teams
Reports to:	Various – rotation through various teams
Grade:	Trainee
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	81107, 82402, 83401
Pre-placement Medical:	Not required
National Police History Check:	Not Required
WWCC Check:	Not Required
Date Developed:	2019
Position Purpose	
To develop professional engineering skills within local government in order to provide technical support for Council's engineering functions.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Satisfactory completion of at least 4 semesters of a Bachelor of Engineering - Civil at University of Wollongong or under correspondence by a university accredited by Engineers Australia. • An exceptional level of initiative and self motivation. • The ability for accuracy and attention to detail. • The ability to comprehend and follow instructions. • The ability to work unsupervised and meet deadlines. • A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications. • Excellent written and verbal communication skills and excellent presentation skills. 	

- The ability to work as part of a team.
- Current NSW Driver's licence – Class C.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

The Cadet Civil Engineer program is a structured training and development program which will include undertaking part time university study and experience in the work areas of engineering forward planning, engineer design, surveying, traffic engineering, asset management, works and subdivision control.

Duties will be assigned based on skills and experience and will include but not necessarily be limited to the following;

- Satisfactory academic progress and completion of a civil engineering degree. Academic progress will be reviewed at the end of each semester.
- Undertake engineering surveys and general survey work.
- Install and retrieve traffic counters and download data.
- Undertake quality assurance checks.
- Undertake stormwater drainage calculations.
- Maintain Council's cost estimating database.
- Provide engineering design input for Council's capital works program.
- Check road and drainage plans for subdivisions and other infrastructure projects for compliance with Council's standards.
- Perform water quality modelling.
- Investigate design options and provide cost effective solutions to a range of municipal infrastructure projects.
- Prepare schedules of quantities and cost estimates for municipal infrastructure projects.
- Process road restoration requests and maintain a register of road openings and road restorations.
- Answer public enquiries in an efficient and courteous manner.
- Risk assessment and risk management.
- Maintain, and develop if necessary, Council's Forward Capital Works Programs and databases.
- Prepare reports for developing the next Capital Works Program.
- Undertake investigations and prepare options for civil projects.
- Prepare preliminary designs, quantity and cost estimates for civil projects.
- Administer and prepare programs for Lake Illawarra Authority projects.
- Prepare submissions to the relevant authorities for funding assistance.
- Prepare reports to Council.
- Preparation of contract documents including project briefs.
- Minor project management and contract supervision.

- Risk management assessments to minimise Council's exposure to public liability claims.
- Support of Depot administrative systems and procedures eg WHS, plant management.
- Management of Works Programs eg Disability Access Improvements.
- Knowledge and support of the Conquest Asset Maintenance System.
- Contract administration eg biannual Goods and Services Tenders.
- Computer applications eg Datafuel, pavement management system.
- Organising geotechnical engineering testing for roadworks eg Benkleman Beam testing.
- Other duties within the limits of skill and competence as directed.

General administrative duties

- Contribute to the overall management of the organisation.
- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- Project management tasks.
- Contract management tasks.
- Construction management tasks.
- Asset management tasks.
- Waste management tasks.
- Undertake investigations, studies and design activities.
- Prepare cost estimates and reports.
- Perform water quality modeling.
- Assist with the programming of projects and works programs.
- Prepare correspondence to contractors, statutory authorities.
- Prepare submissions to the relevant authorities for funding assistance.
- Address public enquiries, concerns and complaints in an efficient and courteous manner.
- Undertake risk management assessments.
- Provide support to your supervisor, your team and other areas of Council as required.
- Use computer systems including, but not limited to:
 - Microsoft Office suite of program.
 - AutoCAD.
 - GIS.
 - Councils asset management tool, Conquest.
- Other duties within the limits of skill and competence as directed.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and employees.

- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.