



POSITION DESCRIPTION

Cadet Engineer

Incumbent:	VACANT
Department:	Design & Project Management
Reports to:	Contracts & Procurement Lead
Employment Status:	Part-time (20hrs/wk. – dependent on school)
Commencement Date:	
Finish Date:	
Award Classification:	Band 3
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

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

The Cadet will work proactively as part of a team of engineers and design specialists whilst completing the 3rd or 4th-year requirements of a Bachelor of Engineering (Civil) through a recognised training provider.

Key Responsibilities

- Under supervisor's direction, perform various duties pertaining to engineering service in local government.
- Under direction, undertake minor projects including technical research and collecting and compiling data.
- Gain knowledge of Council's engineering and works functions including policies and procedures, and an understanding of Council's corporate program systems relevant to the work area.
- Provide customer services including oral and written communications with stakeholders and other members of the public.
- Gain knowledge of engineering standards and requirements, and legislative acts governing the work area.
- Develop competency in the use and understanding of survey equipment, engineering drawings, engineering-related software and geographical information systems.
- Undertake the survey and design of civil infrastructure to design standards and guidelines within the scope and capacity of a cadet in the planning, design and construction of infrastructure projects.
- Assist in the inspections of Civil Infrastructure to ensure that work is compliant under legislation, Council policy and guidelines.
- Assist in other areas of the infrastructure department as required for Council operations and University requirements.
- Actively work towards a degree in Civil Engineering.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



POSITION DESCRIPTION

Accountability & Extent of Authority

- With regular supervision, provide support and specialist advice to staff and management within the boundaries set by policies, well documented procedures, and relevant legislation.
- Accountable for the successful completion of engineering degree.

Judgement & Decision Making

- The objective of the work is well defined with personal judgement to be used to select the best applicable method from a range of techniques, procedures, resources and equipment to achieve the desired outcome.
- Guidance and advice are always available within the organisation.

Specialist Knowledge & Skills

- An understanding of the technology, design principles, processes and procedures associated with civil engineering practices.
- An understanding of the primary purpose of civil engineering within the context of local government.
- Proficiency in the application of techniques, equipment and technology associated with a civil engineering role.
- Capable of balancing work and study requirements equally, being adaptable to the demands of both.
- Skills and knowledge obtained through successful completion of the 3rd year of an engineering degree.

Interpersonal Skills

- Willingness to learn rapidly and ask questions in mentoring from others.
- Demonstrated numeracy and written and verbal communication skills sufficient to undertake the role and complete the requirements of your degree.
- Ability to follow instructions and carry out tasks as necessary.

Qualifications & Experience

- Studying for a degree in Civil Engineering leading to graduate membership of Engineering Australia.
- A current Victorian Driver's Licence

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		