



POSITION DESCRIPTION – CADET ENGINEER

Position Title:	Cadet Engineer
Classification:	Level 1
Tenure:	Full time, Permanent
Award:	Local Government Industry Award 2020 (State Industrial Agreement)
Department/section:	Works

1. POSITION OBJECTIVES

The Cadet Engineer will work under the direction of the Works Manager to complete projects and gain experience in investigations, design, project management, construction and maintenance, asset management, operations and other activities associated with the provision of engineering services in local government while working toward and obtaining their Degree in Civil Engineering.

2. KEY RESPONSIBILITY AREAS

2.1 Engineering

- Under direction from Manager/Supervisors, perform various duties pertaining to engineering services in local government, including assisting in the planning, investigation and design of Works and projects
- 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 digital operating systems relevant to the work area.
- Provide quality customer service, including oral and written communications with clients and other members of the public as required.
- Gain knowledge of engineering standards and requirements, and statutes governing the work area.
- Undertake studies to actively work towards a degree in Civil Engineering.
- Assist with the implementation of operational and safety plans
- As directed, conduct on-site implementation and review of project design and construction
- Conduct work site risk assessments and prepare reports as guided by Council's Risk Management Framework
- With supervision, conduct on-site investigations and analyse data (maps, reports, tests, drawings and other)
- 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.

2.2 Administration

- Assist with preparing project scopes, budgets and, seeking and evaluating quotations
- Assist to monitor projects and resources, and prepare progress reports
- Assist with document reviews and updating management plans

- Assist with reviews of organisational and safety systems, policies and procedures
- Assist with the operational maintenance of work plans and schedules
- Assist with the development and maintenance of operational manuals
- Research and monitor compliance with relevant legislation, guidelines, rules and environmental regulations
- Ensure all records are maintained in an effective, efficient and compliant manner
- Provide secretarial duties for various meetings as required, including arranging meetings, agenda preparation and minute taking.
- Undertake general administration requirements including attending to relevant correspondence.

2.3 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training

2.4 Work Health and Safety

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

3. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Manager
Mentoring:	Chief Executive Officer
Supervision of:	Nil.
Internal Liaisons:	Councillors Chief Executive Officer Shire Employees
External Liaisons:	Other Local Governments Government Departments and External Agencies General Public / Ratepayers

4. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Works Manager within established guidelines, procedures and policies of Council, as well as statutory provision of the Local Government Act and other legislation.

Delegations and Authorisation do not apply to this position.

5. SIGNATURES

I acknowledge and accept the requirements of the Cadet Engineer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20__