

Position Description

A. POSITION PROFILE

Position:

Cadet Civil Engineer

Position Evaluation:

Award: Band 1 Level 1

Salary System Grade: Trainee Award Rate

Conditions of Employment:

Local Government (State) Award 2023

Australian Citizen or Right to Work in Australia

Local Government (State) Award 2023

Fixed-term, Full-time

Additional Benefits:

Payment of course fees – conditions apply

Textbook allowance - Limited

12% Superannuation

Position Occupant:

Vacant

Department:

Operations

Section:

Engineering Services

Location:

Cootamundra ☒

Gundagai ☐

Direct Supervisor:

Operations Engineer

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

This is a training position that will give the incumbent experience in the local government civil engineering profession to complement ongoing tertiary study. When not attending to University / study commitments, the Cadet will be required to assist Council's engineering staff to deliver a broad range of engineering outcomes relating to survey, design, construction, project management and maintenance.

The cadetship is a structured training and development program for students who have satisfactorily completed at least four semesters of their Bachelor of Engineering (Civil) degree and are currently completing their third year of study. To be eligible for this role students need to have completed at least 96 credit points in a Bachelor of Engineering (Civil).

C. KEY RESPONSIBILITIES & DUTIES

1. Assist engineering design staff with the production of engineering designs as required.
2. Assist engineering/technical works staff with practical completion of construction, maintenance and other related duties.
3. Assist asset management staff with the preparation, implementation and review of asset management plans and actions as required.
4. Assist Council with the collection of engineering related field data.

POSITION NUMBER

DATE ADOPTED:
July 2025

APPROVED BY:
ADGM – T Dando

LAST REVIEWED:
July 2025

5. Gain knowledge of current legislation, standards, policies and guidelines relevant to engineering/technical responsibilities and ensure that activities undertaken are compliant (including TfNSW, Australian Standards, Austroads guidelines, Aus-Spec specifications).
6. Communicate problems, issues, risks, incidents and hazards in a timely manner.
7. Perform allocated duties in a timely, cost effective and productive manner including the acquisition of 'hands on, practical technical skills' where appropriate.
8. Other duties that might reasonably arise that are consistent with the incumbent's level of competency and the principles of multi-skilling.
9. Routine clerical and administrative tasks associated with work performed in the engineering services area.
10. Satisfactory progression in a university level civil engineering degree course, leading to a Bachelor Of Engineering degree qualification.

E. ESSENTIAL CRITERIA

1. Satisfactory completion of at least 4 semesters of a Bachelor of Engineering – Civil at University or under correspondence by a university accredited by Engineers Australia.
2. Hold a current NSW Class C or Provisional Drivers Licence.
3. Demonstrated genuine interest in civil engineering.
4. Good written and verbal communication skills.
5. Good administrative and organisational skills, including attention to detail, ability to maintain accurate records.
6. Good interpersonal skills and ability to work effectively in a team environment.
7. Ability for completing tasks, reports and assignments by due date.
8. Good analytical and problem-solving skills.

F. DESIRABLE CRITERIA

1. Demonstrated knowledge of WH&S legislation.
2. WHS Construction Induction (NSW White Card).
3. Computer skills in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
4. Knowledge or experience in using AutoCAD.