

<b>Position Title</b>	<b>CADET CIVIL DESIGNER</b>
<b>Department</b>	<b>Infrastructure and Environment</b>
<b>Branch</b>	<b>Capital Delivery</b>
<b>Section</b>	<b>Technical Services and Coordination</b>
<b>Award Stream and Level</b>	<b>Level 2</b>
<b>Review Date</b>	<b>November 2022</b>

<b>Our Purpose</b>	Together we proudly enhance the quality of life for our community.
<b>Our Values</b>	Underpin behaviours that support and enable us to work constructively together to achieve our purpose.

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

### 1. PRIMARY ROLE:

The Cadet Civil Designer will work under direction to complete minor projects to gain experience in investigations, Computer Aided Design and Drafting (CADD) using AutoCAD, and 12d Model Software (at a basic level), undertake periodic site visits and other activities associated with the provisions of civil engineering design documentation for the Technical Services and Coordination Section within the Capital Delivery Branch inside Council's Infrastructure & Engineering (I&E) Department.

### 2. ORGANISATIONAL STRUCTURE:

This position reports to the Principal Engineer (Design) and will be assigned a direct supervisor and mentor in the position of Civil Designer / Senior Civil Designer to train them in civil design and drafting.

### 3. KEY RESPONSIBILITIES:

- 3.1 Under direction from Manager/Supervisors, perform various duties pertaining to civil engineering design and drafting services.
- 3.2 Under direction, undertake minor projects including technical research and collecting and compiling data, such as conceptual design and cost estimation.

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- 3.3 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.
- 3.4 Provide customer services including oral and written communications with clients and other members of the public.
- 3.5 Gain knowledge of engineering standards and guidelines, Industry requirements, legislative acts governing the work area.
- 3.6 Actively work towards an Associate Degree in Civil Engineering.
- 3.7 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 and line management.

**4. CORPORATE EXPECTATIONS:**

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the Human Rights Act 2019 and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council’s Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
  - Participate in planning, hazard identification and risk assessment of work activities
  - Report any new work hazard(s) to your supervisor Undertake work only for which you are competent and skilled
  - Question any actions or decisions that you think are unsafe
  - Follow documented work instructions, control measures and procedures
  - Actively participate in all training provided
  - Correctly use and maintain PPE provided Protect yourself, your colleagues, and others
  - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council’s Diversity and Inclusion Strategy where people feel valued and respected, and ideas and perspectives are sought out.

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Corporate record-keeping is the responsibility of all staff. This position is required to comply with the Ipswich City Council Record-keeping Policy and associated procedures.

**5. QUALIFICATIONS:**

**Mandatory:**

Enrolled in an Associate Degree in Civil Engineering or similar qualification (i.e. TAFE or UniSQ).

**Desirable:**

Basic knowledge in Computer Aided Design and Drafting (CADD), using AutoCAD.

Current Queensland 'C' class driver's licence.

**5a. ADDITIONAL FACTORS:**

Council's Cadet Civil Designer program will involve mentoring, professional '*on the job training*' and further technical study to meet the operational requirements of Ipswich City Council. Cadets will be supported by Council to undertake an Associate Degree in Civil Engineering (at TAFE Queensland or a relevant University / Tertiary Institution), by reimbursing costs upon successful completion of the individual study units. The course can be completed within 2 years (full-time) or 4 years (part-time).

**6. SELECTION CRITERIA – LEVEL 2:**

The interview panel will select the most suitable applicant for appointment to the position based on the following requirements:

- 6.1 Basic level of skill in civil design principles, standards, and guidelines.
- 6.2 Basic level of skill in drafting using Auto CAD and any other Computer Aided Design and Drafting (CADD) packages.
- 6.3 Demonstrated ability to acquire basic knowledge of civil engineering, standards, guidelines, and practices.
- 6.4 Demonstrated level of skill in analysing problems in a logical and organised manner, analysing causes, considering alternative outcomes, and identifying solutions using individual judgement and initiative.
- 6.5 Sound interpersonal (both oral and written) skills to deal effectively with a wide range of people.