

Burdekin Shire Council is currently seeking applications for a Cadet Engineer - Civil. The successful applicant will be required to undertake full time employment while completing a Bachelor of Engineering (Civil).

The Position

The key responsibilities include:

- Under general direction provide engineering support to the Project Engineer exercising a high degree of autonomy, judgement, initiative, confidentiality and sensitivity in the performance of work.
- Under general direction undertake or commission surveys, prepare designs and specifications, draft plans and prepare estimates for the Operations Department - Works and Water Wastewater Sections capital and maintenance projects.
- Undertake contract management tasks including developing and monitoring project timelines, undertake site inspections, provide project supervision, co-ordinating consultants, contractors, tradesmen, technicians and other personnel.
- Monitor quality compliance for assigned projects.
- Undertake technical investigations requiring research of identified problems, establishing desired outcomes and providing practical and economically sound solutions.

The Person

The successful applicant will possess the following attributes at a minimum:

- Current enrolment or evidence of acceptance of enrolment in a Bachelor of Engineering (Civil).
- Demonstrated knowledge of some of the following construction industry office practices: drafting, scheduling, estimation, civil construction, cost forecasting and the use of computers as an aid to those activities.
- Current C Class driver's licence.
- Ability to attain a restricted qualification in Traffic Management Design.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$80,212pa) with the commencing salary dependent upon the skills and experience of the successful applicant

Applications for **19/62 – Cadet Engineer – Civil** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail to – Confidential Application No. 19/62, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 17 December 2019 at 5.00pm.

For further information regarding this position please contact the Manager Operations – Wayne Saldumbide or Project Engineer – Callan Paige on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Current enrolment or evidence of acceptance of enrolment in a Bachelor of Engineering (Civil).
2. Demonstrated knowledge of some of the following construction industry office practices: drafting, scheduling, estimation, civil construction, cost forecasting and the use of computers as an aid to those activities.
3. Current C Class driver's licence.
4. Ability to attain a restricted qualification in Traffic Management Design.

Desirable

1. Demonstrated work experience with Local or State Government Departments.
2. Demonstrated experience with CAD (Autodesk preferred) and G.I.S.
3. General Construction Induction White Card.

Position Number	30208
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 4
Reports To	Project Engineer
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

As a self-motivated and result orientated employee you will report directly to the Council Project Engineer. The role is tasked with providing engineering and technical support to the Project Engineer to ensure delivery of Council's annual capital and maintenance works programs.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Under general direction provide engineering support to the Project Engineer exercising a high degree of autonomy, judgement, initiative, confidentiality and sensitivity in the performance of work.
- Under general direction undertake or commission surveys, prepare designs and specifications, draft plans and prepare estimates for the Operations Department - Works and Water Wastewater Sections capital and maintenance projects.
- Undertake contract management tasks including developing and monitoring project timelines, undertake site inspections, provide project supervision, co-ordinating consultants, contractors, tradesmen, technicians and other personnel.
- Monitor quality compliance for assigned projects.
- Undertake technical investigations requiring research of identified problems, establishing desired outcomes and providing practical and economically sound solutions.
- Provide excellent customer service, actively working to resolve customer problems and recognising both external and internal customers as key stakeholders.
- Contribute to long-term strategic and short-term operational improvements of the Department
- Other duties as required by your supervisor.

Position Requirements

It is recognised that the position requirements for this Cadet role will be acquired over the course of the University program and on-the-job experience at Council, with the level of application improving from year to year. The position requirements listed here are those for a graduate.

Knowledge

- An appreciation of long-term goals of Council's Operations Department.
- Knowledge of Department of Transport and Main Roads and Austroads standard specifications, standard drawings and construction practices.
- Developing knowledge and awareness of Peak Industry Body Codes of Practice such as the Water Services Association of Australia, Queensland Water and Water Industry Operators Association of Australia.
- Developing knowledge of Computer Aided Design and Drafting software applications.
- Sound knowledge of the Work Health and Safety Act and Regulations including the Electrical Safety Act and its applications in the workplace.
- Sound knowledge of Council's obligations under Safeplan.
- Sound knowledge of the requirements of the MUTCD – Part 3 Works on Roads.
- Sound knowledge of Equal Employment Opportunity principles.
- Sound knowledge of Workplace Bullying and Harassment legislation.

Skills

- Highly developed verbal and written communication skills reflecting the importance of the role.
- Developing quality control skills as they relate to the Water and Wastewater and Civil Operations Sections.
- Developing skills in planning, design, technical specification development and estimation of civil engineering works including but not limited to roads, drainage, water supply and sewerage.
- Developing skills in the use of Council's computerised workstations, PC's, associated ancillary equipment and corporate software including Microsoft Office suite of applications.

Abilities

- Ability to work in team environment.
- Ability to deliver assigned projects and programs on time and within budget.
- Ability and willingness to learn and develop new skills.
- Ability to successfully liaise with a range of technical and non-technical stakeholders to achieve project aims.
- Ability to assess safety risks and complete and understand risk assessments and safe work method statements associated with work situations and circumstances.
- Ability to develop work methods and/or exercise judgement where general work procedures are undefined.
- Ability to attain a restricted qualification in Traffic Management Design.

Other Requirements

- Commitment to participating in a productive and collaborative work environment consistent with Council's values and guiding principles.

- Commitment to maintaining a working environment that supports the achievement of individual, team and corporate achievements.
- Personal characteristics of honesty, integrity, enthusiasm, adaptability and the ability to work under pressure to provide continuity of service to customers.

Experience and Qualifications

- Bachelor of Engineering (Civil).
- Current Class C driver's licence.
- General Construction Induction White Card.
- Traffic Management Design.
- Developing experience in Water and Wastewater and Civil Operations practices such as design, drafting, scheduling, estimation, cost forecasting and report production.
- Experience with CAD (Autodesk preferred) and Geographic Information Systems (G.I.S.)
- Experience in Local or State Government Departments.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises subordinate employees or works in a specialised field.

Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

- Explore customer's expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues
- Actively listen

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or

restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.