

Cadet Civil Designer POSITION DESCRIPTION



Position Number:	2216
Department:	Regional Services
Section:	Infrastructure Planning
Unit:	Civil Design
Position Status:	Permanent Full Time
Classification:	Level 1 – 3 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Supervisor Civil Design
Revised:	November 2024

General Position Statement

This position supports Council's direction by providing a range of investigation, survey, design, drafting and documentation services associated with municipal infrastructure and other projects undertaken by the Design Services Unit.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Assist in the preparation of detailed designs, drawings and cost estimates for inclusion in municipal infrastructure project documentation.
- Assist in undertaking accurate field surveys, preparation of feature plots and terrain models, and carry out set-out surveys for projects when required.
- Provide basic project support under the guidance of Senior Civil Designers.
- Assist in ensuring that goals, objectives and programs (in particular the annual design program) relevant to the Civil Design Unit are being achieved.
- Provide accurate information and basic technical advice to the public, other organisations and departments within Council when required.
- Ensure that Civil Design policies, processes and procedures are followed and that work meets technical and quality specifications.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to prepare basic drawings for inclusion in project documentation or for other purposes.
- Sound knowledge of work practices, procedures and policies relevant to a design office.
- Ability to effectively operate Council computer systems including MS Office Suite, computer aided drafting software (in particular AutoCAD) and Civil Design Software (Civil3D and Civil Site Design).
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Currently undertaking, or be eligible for entrance to, a relevant tertiary course such as an Associate Diploma in Engineering (Civil) or Bachelor of Engineering Technology (Civil).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Possible exposure to sewerage, waste and other associated conditions.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	