

POSITION DESCRIPTION		
<b>Position Title:</b> Cadet Civil Engineer	<b>Classification:</b> As per Award rates	<b>Position Number:</b> BHCC-PJT-05
<b>Group/Area:</b> Infrastructure & Environment	<b>Reports to:</b> Director Infrastructure & Environment	<b>Hours per week:</b> 35
<p><b>Our Organisation:</b></p> <p><b>Vision:</b> Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p><b>Mission:</b> Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p><b>Our Values:</b> Accountability, Pride, Perseverance, Courage &amp; Honesty, Teamwork</p>		
<p><b>Position Purpose:</b></p> <p>The Cadet Engineer will be provided with a structured pathway to gain essential engineering, technical and professional skills within the local government context, and within the infrastructure team.</p> <p>This role is required to successfully undertake all designated work tasks while successfully completing the Bachelor of Engineering (Civil) within the specified period of the Cadetship (estimated as 6 years maximum).</p>		
<p><b>Special Requirements:</b></p> <p>This position will be required to engage in frequent communication with residents and stakeholders, maintaining the professional image of Council is paramount.</p> <p>Some out of hours work is required</p>		
<p><b>Key Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Executive Leadership team</li> <li>• Roads Projects Engineer</li> <li>• Projects Engineer</li> <li>• Leader Project Management</li> <li>• Manager Infrastructure Works</li> <li>• Projects Officer</li> <li>• Strategic Asset Management Coordinator</li> <li>• Asset Management staff</li> <li>• Other council departments</li> <li>• Transport for NSW (TfNSW)</li> <li>• Ratepayers and other service users</li> <li>• Community Groups and Individuals</li> </ul>		

- Contractors
- Utilities Providers e.g., Telstra

**Reporting Lines:**

This position reports to the Director Infrastructure & Environment.

The position has no direct reports.

**Accountabilities****You will use your professional skills and experience to fulfil the following key responsibilities:**

- Enquiries both telephone and face to face.
- Provide quality survey, design, and set out for engineering projects as directed by Manager.
- Calculate quantities and prepare estimates for specific jobs.
- Draw engineering plans using CivilCAD and AutoCAD.
- Undertake traffic surveys and counts.
- Carry out all duties in accordance with relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies and WH&S and Rehabilitation legislation.
- Provide timely professional advice on engineering matters to internal/external stakeholders.
- Interdepartmental assistance.
- Civil engineering designs within the capabilities of studies completed to date.
- Preparation of specifications and contract documentation.
- Asset inspections and maintenance planning.
- Entry and maintenance of work requests.
- Preparation of design proposals, feasibility studies and estimates.
- Project management for designated projects, as per the Project Management Framework.
- Preparation of financial plans, budgets and budget reviews.
- Conduct investigation/assessment of Civic Infrastructure related matters as directed by Manager.
- Prepare reports for Traffic Committee after investigation of relevant traffic matters.
- Ensure all internal records and databases are well maintained in relation to engineering matters.
- Assist Project and Roads Engineers with day-to-day duties where applicable.
- Complete Training where required.
- Undertake other duties within employee's skills, competency and training as required.

**You will contribute to a customer focused approach to service delivery by:**

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our City and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer view point and sensitivities surrounding particular decisions and interactions

- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner
- Ensuring that communication with customers is open, timely and transparent
- Always act courteously and professionally towards customers
- Manage difficult situations and conflicts – calmly and professionally

**You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department , and ensuring these are considered in decision-making
- Support business excellence and continuous improvement practices

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs

**You will assist Council to meet Records Information Management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will adopt a team work approach by:**

- Performing an active role within the team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework;
- Implementing, monitoring and complying with Councils WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area;
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these;
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly

**Other duties**

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.


Employees shall have reasonable and equitable access to education and training to enable them to acquire the range of skills they required for positions.

**Position and Person Specification**

- Essential**
- Eligible to enrol and undertake studies for tertiary qualification in a Bachelor of Civil Engineering
  - White Card (general construction induction card) or willingness to obtain
  - Demonstrated high level of written, verbal and interpersonal communication skills,
  - Genuine interest in pursuing a career in civil engineering,
  - Commitment to completing all aspects of the cadetship including on and off the job training inclusive of short courses as required,
  - Demonstrated high level skills and experience with Microsoft Office Suite, including Word, Excel, Outlook etc.
  - Demonstrated commitment to a customer service culture and delivery of quality service.
  - Current NSW Class C Driver's License (minimum provisional license) or ability to obtain

- Desirable**
- Knowledge of survey and drawing programmes CivilCAD and Auto CAD
  - Understanding of the Australian Business Excellence philosophy and commitment to continuous improvement

**Acceptance of Position Description**

<p><b>Approved:</b> General Manager</p>	<p><b>Signature:</b> </p>	<p><b>Date:</b> 16/12/2024</p>
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*I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.*

<p><b>Accepted:</b> Employee Name</p>	<p><b>Signature:</b></p>	<p><b>Date:</b></p>
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