

Upper Lachlan Shire Council



Position	Cadet - Civil Engineer
Reports to	Design Engineer
Group	INFRASTRUCTURE
Band/Level	B1
Grade	TRAINEE
Date revised	June 2025

Primary Purpose

To utilise professional work experience and on the job support and assistance aligned to a course of study while contributing to the development, maintenance and construction of Council's assets in an efficient and effective manner.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Participate actively in their course as scheduled, make satisfactory progress through the course and successfully complete all assessment tasks and other course requirements within allocated timeframe.
- Assist in coordinating Infrastructure services, specifically the Environmental Services and Real Property/Assets.
- Undertake survey and design of civil infrastructure to standards and guidelines including the preparation of engineering calculations, quantities and cost estimates.
- Collect and label samples in compliance with standards, policies and procedures.
- Undertake research and prepare reports within deadlines, ensuring accuracy.
- Investigate and design infrastructure improvements to facilitate the effective and efficient upkeep of community assets.
- Assist with the input and maintenance of data in Council's Asset Management Plan to improve service delivery.
- Contribute to the development, documentation and continuous review of engineering work practices, procedures, policies, management plans and systems improving processes.
- Collect, collate and report on traffic data.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Comply with information, instruction, training necessary to ensure a safe workplace and compliance in regard to WHS.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within their skills, competence and training.

Key relationships

Internal	External
Management team	Local Government Bodies and Professional Associations
Assets & Design team	Business and Community members
Delivery team	Government Agencies and Authorities
Other staff	Contractors/consultants

Essential Criteria

1. Completion of HSC (minimum).
2. Ability and willingness to enrol in a tertiary qualification course related to Civil Engineering field.
3. Completed or willingness to obtain WHS General Construction Induction (White) card.
4. Current Motor vehicle P1 provisional licence (minimum).
5. Demonstrated competency in literacy and numeracy to undertake work instruction.
6. Basic understanding of WHS issues applying to workplaces.
7. Proven ability to work productively as a member of a team and contribute to team goals.
8. Experience or knowledge of use of hand tools, taking measurements.
9. Experience with the Microsoft suite of applications (Outlook, Word, Excel, Project, Power Point)

Desirable Criteria

1. Experience or knowledge with Computer Aided Design (CAD) software.
2. Experience with multiple electronic technological platforms and adaptive to changing technology.
3. First Aid Certificate

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Cadet Engineer



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.	
When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Successfully complete all 1st year subjects of the Civil Engineering Degree
2	Basic knowledge of current Work Health and Safety legislation.
3	Obtain or Hold a First Aid Certificate
5	Complete level one, Traffic Controller Certification
6	Use a two-way radio effectively.
7	Consistently working positively in a team environment
8	Understanding of the basics of surveying and set out
9	Understanding of the basics of design using Magnet Office and AutoCAD

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Successfully complete all 2nd year subjects of the Civil Engineering Degree
2	Obtain or Hold TfNSW Workers on Foot Certificate
3	Set out minor work-site activities with minimum supervision
4	Develop basic designs and concepts with minor input
5	Ability to accurately set up GPS base, receiver and total station with minor input
6	Assisting in Development applications, Section 138's and road-side grazing permits
7	Assist council supervisors and managers in identifying hazards
8	Participate in the assessment of risks associated with identified hazards.
9	Participate in the development and review of risk management procedures.
10	Ensure that you do not place yourself or others at risk of harm or ill-health through individual actions or omission or negligence
11	Accurate record keeping, Diary, Trim and Working folder.
12	Information is recorded in accordance with Council & Legislative requirements <ul style="list-style-type: none">• Details are covered clearly accurately and legibly• Records are secure, accessible and up to date
13	Complete level two, Implement Traffic Control Plans Certification
14	Ability to raising purchase orders as required

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Successfully complete all 3rd year subjects of the Civil Engineering Degree.
2	Be aware of and follow council's adopted risk management procedures when undertaking tasks or projects.
3	Ability to use the Asset Edge Reflect and Recovery apps without supervision
4	Follow the reasonable directions of supervisors and managers with regard to safety.
5	Assist in undertaking engineering design for roads, water and sewer, storm water drainage culverts, footpaths, parks and reserves and other engineering projects as required.
6	Ability to complete accurate surveys using a variety of equipment independently
7	Provide support for the Infrastructure services in the collection of data such as traffic counts, asset and survey data.
8	Assist in setting out construction projects including roads, traffic facilities, and kerb, gutter and drainage, etc.
9	Support the Infrastructure services by investigating complaints, enquiries and suggestions and compiling reports as required.
10	Ability to scope and develop a bill of quantities/estimate for minor projects
11	Ability to identify hazards within Council's infrastructure assets
12	Assist with carrying out inspections as required in accordance with RTA Contracts.
13	Complete level three, Prepare a Work zone Traffic Management Plan
14	Ability to complete procurement documentation with minor supervision.
15	Ability to inspect and contribute to development applications independently.

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Successfully complete all 4 th year subjects of the Civil Engineering Degree.
2	Provide a supportive role in implementing RTA Single Invitation Contract Projects.
3	Accurately complete timesheets, plant and RMCC sheets.
4	Support the Environmental Policy and Council's Environmental Management Plan (CEMP) and promote continuous improvement in environmental performance across the organisation.
5	Understand how the role may interact with the environment to cause environmental impacts, and adhere to Environmental Work Procedures and Environmental Management Plans to help mitigate against these impacts.
6	Understand any environmental and legal requirements relating to Council's operation
7	Contribute to the development of Environmental Work Procedures, Emergency response plans and any other CEMP Documentation when necessary
8	Contribute to the implementation of relevant actions in the Annual Action Plans and other programs.
9	Developing Traffic Guidance Schemes without supervision
10	Ability to undertake engineering design for roads, water and sewer, storm water, drainage culverts, footpaths, parks and reserves and other engineering projects with limited supervision.

STEP MAX

Before being assessed for Step Max Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2, Step 3 and Step 4 Skills.

When the jobholder demonstrates the achievement of all Skills in Step Max, they are eligible for an increase in their rate of pay.

1	Successfully obtain Degree in Civil Engineering
2	Be a good role model to other employees in the matter of Work Health and Safety.
3	<p>Be aware of recordkeeping responsibilities including creation, filing, handling with care, and destruction:</p> <p>(a) document any transaction made on behalf of Council to record what, where and when something was done, why a decision was made, who was involved and under what authority; ensure that documents created are captured into an approved recordkeeping system, such as Info TRIM for documents or Practical for financial records.</p> <p>(b) GIPA - Understand and comply with the requirements of the Government Information (Public Access) Act 2009 for the formal release of information and refer requests for non-routine information, or information that is not readily available, to the Right to Information Officer</p>
	<p>Independently complete the following:</p> <ul style="list-style-type: none">• Traffic Guidance Schemes & Pedestrian Movement Plans• Designs for roads, water and sewer, storm water, drainage culverts, footpaths, parks and reserves and other engineering projects with limited supervision• Minor Development Applications, Section 138's and RSG's• Bill of Quantities & Estimates• Scope of Works for Projects and other Council issues• GPS setup, survey, computer design and set out• Risk Assessments for Council works

Note: Skills will be obtained and/or developed from a combination of the following sources:

- Training.gov.au
- Job-specific skills developed by Council
- WHS standards
- Former position description skill steps