

Position Description

Trainee Development Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: December 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Operational Band T4 –T10
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Position limit within salary system: (20 Grade structure)	N/A
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Status of position:	Temporary – Traineeship
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Environment & Planning
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Section/Unit:	Development & Land Use Planning
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Team:	Development Services
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Work base:	Grafton or Maclean, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Coordinator Development Services
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Level of support and supervision:	High
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Level of personal management	Low
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Level of teamwork required:	High
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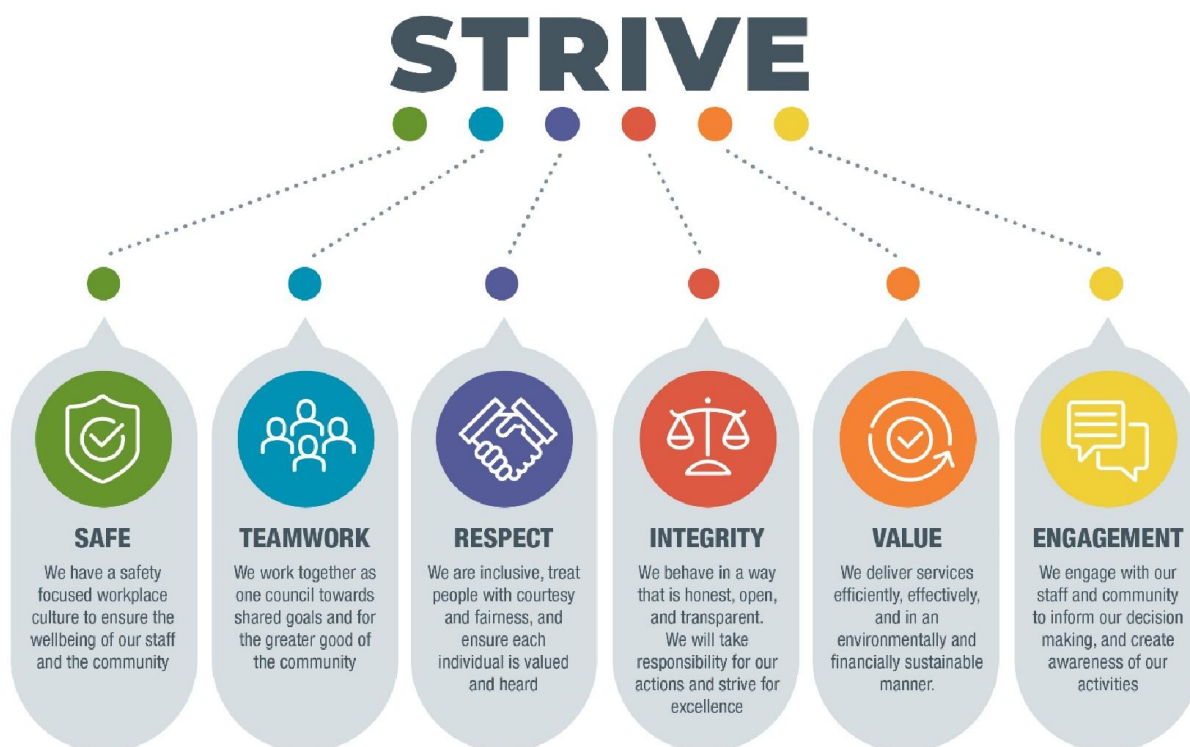
Supervision of staff:	Nil
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Internal contacts:	All staff within Council
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External contacts:	General public, Government agencies, private organisations, businesses and developers and utility authorities
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

To develop engineering skills in survey, design, documentation, administration and project management as required for Council's operations and University course requirements.

To complete an appropriate course of study. Approved and recommended courses and associated universities include (but are not limited to) the following:

- Bachelor of Engineering (Environmental or Civil) - Charles Sturt University, University of Southern Queensland or Southern Cross University
- Other courses that may be considered are Bachelor of Civil or Environmental Engineering degrees accredited by Engineers Australia

Major duties and responsibilities

Develop skills and experience to be able to provide professional engineering advice within the scope and capacity of a trainee in the planning, design and construction of infrastructure projects specifically relating to and not limited to:

- Drainage and stormwater
- water and sewer
- roads
- bridges
- flood mitigation
- recreational facilities

Support the Development and Land Use Planning section by assisting in assessment of the engineering components of development applications and certificates.

Develop an understanding and be able to implement Council's Local Environment Plan, Development Control Plans, engineering guidelines, relevant legislation and industry standards.

Learn and assist in the assessment of the suitability of technical studies associated with urban development, in particular hydrology, hydraulic, stormwater quality, geometric design, traffic and geotechnical studies, in accordance with relevant assessment criteria.

Assist in the inspection of civil Infrastructure to ensure that the work is compliant in accordance with current Australian Standards, Council policies and guidelines, and good engineering practice

Learn and apply Quality Assurance principles when undertaking field inspections to ensure that developments are being delivered in accordance with conditions of consent and relevant standards and guidelines.

Respond proactively to community and stakeholder questions and concerns about new or proposed development.

Contribute to a positive team environment and the achievement of the team and organisations objectives, with capacity to show initiative and work independently.

Provide assistance to other sections in the across Council as required for Council operations and/or University course requirements including survey, design, documentation, administration and project management of projects.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Eligible to enrol in or be currently undertaking the approved courses (or similar courses) as listed under 'Purpose of the position'

Eligibility for a Commonwealth supported place at university

Knowledge of, or genuine interest in, environmental or civil engineering

Licences/tickets, clearances, membership

Current Drivers Licence

Position related skills

Essential selection criteria

Demonstrated information technology skills including general literacy in email and internet programs and basic proficiency in Microsoft Office

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

Demonstrated ability to interpret instructional information and apply to on the job situations

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Knowledge of Local Government

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Physical requirements of the position

Frequent use of computer keyboard

Walking on uneven ground and up and down slopes and embankments

Potential for large amount of travel within the Council area

Other features of this position may include

A requirement to work from other Council offices from time to time.

Council based trainees are engaged in accordance with the 'Council Trainees Protocol' which includes:

- Payment of course fees for an approved course of study (subject to satisfactory completion of units)
- Purchase of prescribed text books required for the training, which will remain in the possession of the trainee
- Access to study leave

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
