



INFORMATION PACKAGE

POSITION VACANT

CADET CIVIL ENGINEER – WORKS (UP TO 8 YEARS)

BASED FROM MORUYA

REF NO: ESC493

CLOSING DATE: 4.30PM TUESDAY 28 SEPTEMBER 2021

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MORUYA NSW 2537

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Tony Swallow on 02 4474 1369.



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Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Complete the online questionnaire

This is the most important part of the application:

- Only applicants who have commenced or have eligibility to enrol in relevant tertiary studies will be considered for the position. Proof of enrolment will be required prior to any offer being made to the preferred candidate.
- Only applicants that complete the questionnaire will be considered for the position.
- Selection for interview is based on the responses you make to each of the questions.
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experiences.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

School reports

If you have completed schooling within the last 5 years your most recent school report is required as part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

Referees

- If you are a recent school leaver (ie. If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Overview of a Cadet Civil Engineer - Works

Cadet Engineer positions offer opportunities to develop on the job experience whilst gaining professional qualifications with the view to becoming a qualified professional engineer with the relevant background for a successful career in the local government industry.

A cadetship is a training position, similar to an apprenticeship or traineeship. The cadet program has been developed to ensure that upon completion of tertiary studies the graduate engineer commences his/her professional career with a sound background in infrastructure operations, maintenance, project development, construction and project management.

Initially cadets will work alongside Councils operational staff performing routine operations, maintenance and construction tasks. Cadets will then assist in the delivery of maintenance and construction works in accordance with Council's works program. During these stages of development, cadets will undertake additional relevant training such as Work Health & Safety Construction Induction, Traffic Control and Project management in Civil works.

As Cadets progress to more technical general engineering subjects in the tertiary program they will work with Council's survey team, drafting team and geotechnician to gain practical experience on the course subject matter.

In the latter stages of development, Cadets will join Council's technical staff providing technical and administrative support, and will work on a range of tasks including:

- Assessing building and development applications;
- Carrying out investigations and preparing concept designs;
- Reviewing detailed designs for accuracy and relevance;
- Preparing and calling quotations;
- Carrying out environmental assessments and preparing Review of Environmental Factors reports;
- Operating advanced computer software;
- Designing traffic management plans;
- Preparing construction cost estimates and construction programs;
- Preparing consultants briefs for investigations and detailed designs;
- Preparing contract documents for service contracts and minor construction projects;



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- Calling and evaluating quotations and tenders;
- Preparing Project Management Plans and monthly progress reports for construction projects;
- Supervising service contracts and minor construction projects.

While the cadet training program has been developed to accommodate students commencing tertiary studies, applicants who have already commenced relevant tertiary studies are encouraged to apply.

Training

As a cadet you will combine on-the-job experience both in the field, completing inspections of private development works, and with the technical teams at the administration office, all while you complete tertiary study to gain a professional qualification in Engineering.

Travel to and from work and off-the-job training is the responsibility of the cadet.



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Position Description

Cadet Civil Engineer - Works


Position Code	CADCIVENG
Division	Works
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To obtain relevant on the job experience that complements external tertiary training.

Continued employment is dependent on satisfactory progress towards the completion of relevant undergraduate engineering studies, ie Bachelor of Engineering. Progression within the salary system is based on accrual of credit points towards completion of the degree estimated over an eight year part-time study period.

Main duties and key result areas (KRA)

Stage 1 – Operations Maintenance & Construction

1. Provide administrative and technical support in relation to Infrastructure Services operations, maintenance and construction.
KRA: Competent administrative and technical support on infrastructure services is provided to Council and its officers.
2. Liaise with and advise builders, developers, architects, engineers, designers and the community regarding Council's requirements on engineering policies, standards and practices.
KRA: Advice provided is timely, accurate and in accordance with Council's policies, standards and practices.
3. Carry out investigations and prepare concept plans for infrastructure construction works.
KRA: Investigations and concept designs are to agreed standards, meet current best practice and are in accordance with Council's requirements.
4. Carry out environmental assessments and prepare "Review of Environmental Factors" reports for infrastructure construction works.
KRA: The impacts of proposed construction works are adequately assessed and REF reports are timely and to an agreed standard and format.
5. Prepare construction cost estimates and construction programs for infrastructure construction works.
KRA: Accurate cost estimates and detailed construction programs are prepared.
6. Prepare, call and evaluate quotations for infrastructure projects.
KRA: Procurement is in accordance with Council's policies and procedures.
7. Prepare Consultants Briefs for investigations, call and evaluate quotations and tenders.
KRA: Consultants briefs and tender evaluation reports prepared are timely and to an agreed standard and format.
8. Prepare contract documents for service contracts and minor construction projects, call and evaluate quotations and tenders.
KRA: Contract documents and tender evaluation reports prepared are timely and to an agreed standard and format.

9. Prepare Project Management Plans for asset renewal projects.
KRA: Project Management Plans prepared are timely and to an agreed standard and format.
10. Supervise service contracts and minor construction projects.
KRA: Contracts are completed within agreed budgets and timeframes and meet all WHS, quality and environmental obligations.
11. Monitor and report on project expenditures.
KRA: Project expenditures are monitored and anticipated departures from approved budgets are reported promptly.
12. Prepare project progress reports for internal and contracted construction projects.
KRA: Progress reports prepared are timely, and to an agreed standard and format.
13. Provide engineering support to Maintenance and Parks and Gardens teams within the Works Division.
KRA: Competent technical support provided to Council and its officers.
14. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
15. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Progress toward (or eligibility for acceptance into) relevant undergraduate studies, i.e. Bachelor of Engineering via distance education.
2. Demonstrated interest and potential in engineering design and civil construction project management.
3. An understanding of the role of Local Government engineers.
4. Good oral and written communication skills.
5. Ability to work harmoniously in a team environment.
6. Sound computer skills.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class C Drivers Licence.

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE:	Vacant
SUPERVISOR:	Tony Swallow – Division Manager
DATE:	September 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Cadet Civil Engineer – Works
Reference Number:	ESC493
Completion date:	Upon completion of the degree estimated to be at least 4, but up to 8 years part-time study period.
Grading:	<p>This training position is offered across a range of grades from T6 to Grade 14 of Council's salary system. Commencing salary and progression through these grades will be determined by the level of:</p> <ul style="list-style-type: none"> • study completed, • on the job experience, and • responsibility required for the work undertaken. <p>Stage 1 – Commencement – T6</p> <p>Stage 2 – Completion of 12% of tertiary program – T8</p> <p>Stage 3 – Completion of 25% of tertiary program – Grade 9 Step2</p> <p>Stage 4 – Completion of 37% of tertiary program – Grade 10 Step 2</p> <p>Stage 5 – Completion of 50% of tertiary program – Grade 11 Step 2</p> <p>Stage 6 – Completion of 62% of tertiary program – Grade 12 Step 2</p> <p>Stage 7 – Completion of 75% of tertiary program – Grade 13 Step 2</p> <p>Stage 8 – Completion of 87% of tertiary program – Grade 14 Step 2</p> <p>This is a fixed term placement for the term of the study. Subject to satisfactory performance, permanent, a full time position may be offered on completion of studies undertaken</p>
Salary Range:	<p>In the range of \$2,060.94 to \$3,356.34 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$1,873.58 to \$3,051.22 base salary, * \$187.36 to \$305.12 superannuation (calculated at 10%)

Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are: 8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>
Tertiary Study:	<p>Cadets will be required to undertake tertiary studies in a Council approved course which will lead to eligibility for graduate Professional Engineer membership of Engineers Australia.</p> <p>Continued employment at Council will require satisfactory progress to be made in both on-the-job performance and in the completion of tertiary studies.</p>



Tertiary Fees: Council will pay the up-front tertiary fees for Cadets undertaking Council approved undergraduate studies.

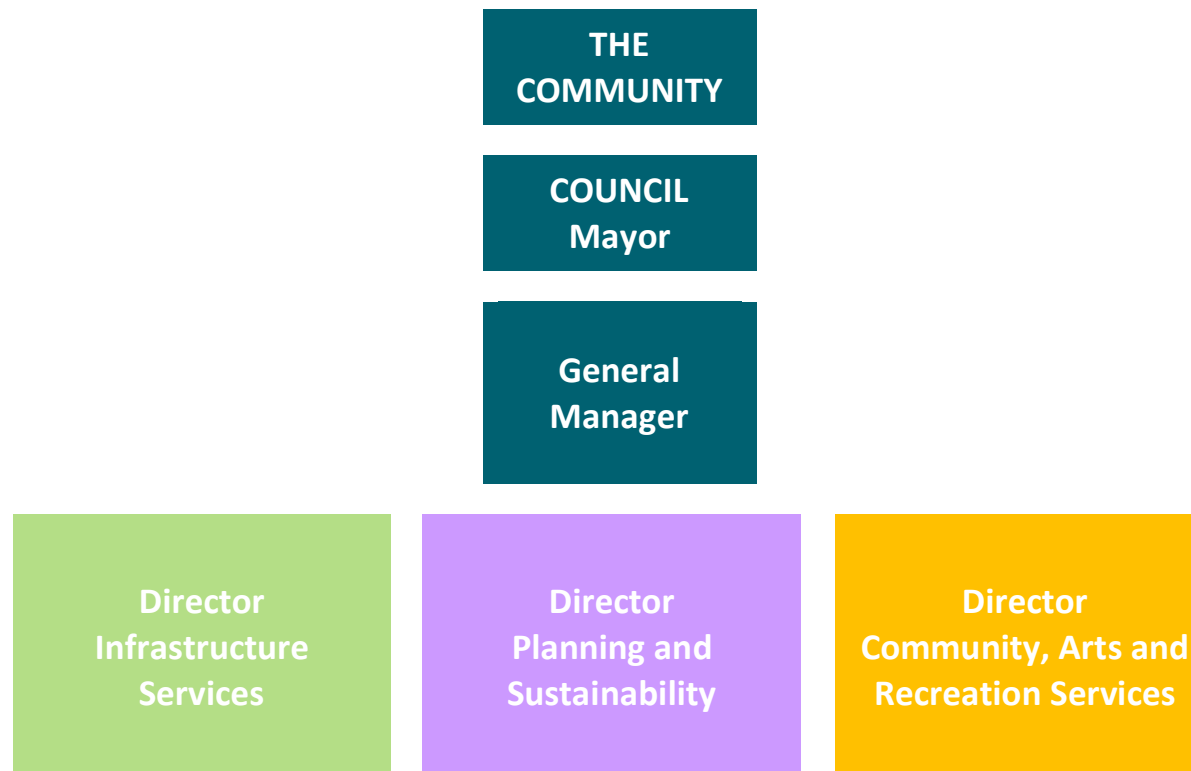
Study Leave: Cadets will also be given study leave to attend residential schools, examinations or other workshops which are compulsory components of their course.

Reimbursement of travel and sustenance expenses will also apply in accordance with Council policies.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

