

Position Description

CORPORATE INFORMATION

Position title	Cadet Officer Development Engineering		
Directorate	Community Sustainability	Branch/Section/Unit	Planning / Development Engineering
Position number	TBA	Level	1-3 (Depending upon experience)
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Coordinator Development Engineering		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

To assist the Development Engineering team in the assessment of engineering aspects of development applications and assist with undertaking inspections of Operational Works.

To undertake and complete study in a tertiary qualification in Civil Engineering.

Key Responsibilities of the Role

- Required to undertake study and attend residential school relating to tertiary qualifications in Civil Engineering, in accordance with Council's Study Assistance Procedure - OCP835.
- Assist with assessment of engineering aspects of developments and subdivision works.
- Dealing with Development Engineering and Operational Works inquiries within Council, professional consultants and the general public.
- Interpret and apply civil engineering practices, standards and specification in relation to development related engineering designs and reports.
- Attend with the Senior Officers / Officers during the construction phase of operational works approvals and developing an understanding of inspections and compliance with operational works.

Position Description



- Assist the team with the review of as-constructed information associated with Operational Works and documentation associated with the Plan Sealing process.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Construction Industry White/Blue card, or willingness to obtain.

Desirable Licence/Competency (Ticket) Requirements

- Registration as an RPEQ.

Essential Knowledge/Skills/Qualifications Criteria

- Currently studying, or willing to undertake, a tertiary qualification in Civil Engineering.
- Demonstrated ability to develop technical skills (interpretation of relevant standards and policies, engineering design assessments)
- Demonstrated oral communication skills (telephone and public relations).
- Demonstrated ability to work as part of a team, and independently.

Desirable Knowledge/Skills/Qualifications Criteria

- Developing written communication skills (correspondence and report writing)
- Developing understanding of Council software, GIS and ERM systems.
- Working knowledge and understanding of the Planning process.
- Experience in the field of surveying or Civil Works construction.
- Experience in a similar role within local government or private sector.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Required to undertake study and attend residential school relating to a tertiary qualification in civil engineering, in accordance with Council's Study Assistance Procedure - OCP835.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Position Description



Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.