

Position Description

Trainee Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2023

Salary and conditions

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

Eligibility for a Commonwealth supported place at university.

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

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Strategic Infrastructure
Team:	Survey & Design
Work base:	Rushforth Road Works Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Coordinator Survey and Design
Level of support and supervision:	High
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council but primarily within Works & Civil Section
External contacts:	General public, Government agencies, private organisations, businesses and developers and utility authorities

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 courses and associated universities, are as follows:

- Associate Degree of Engineering (Civil Engineering) - University of Southern Queensland or Southern Cross University.

Major duties and responsibilities

To assist in the development of surveys, designs and analysis of roads, drainage and other civil infrastructure in accordance with current standards and best practice

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

Support the Strategic Infrastructure Section by assisting in investigation of complaints, enquiries and suggestions and compiling reports as required

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

Contribute to the delivery of Council's strategic planning and natural resource management responsibilities

Contribute to development of policy documents related to survey, design and engineering

Provide assistance to other sections in the Works and Civil Directorate of 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 early stages of approved courses as listed under the "purpose of position"

Eligibility for a Commonwealth supported place at university

Knowledge of, or genuine interest in civil engineering

Licences/tickets, clearances, membership

Current Drivers Licence

Position related skills

Demonstrated information technology skills including general literacy in email and internet programs and Basic proficiency in Microsoft Word

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

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

An understanding 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)
- 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.

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
