

Cadet Civil Engineer

CLASSIFICATION: Band 4

OCCUPANT: Vacant

DATE: July 2026

POSITION CONTEXT & OBJECTIVE(S):

- Contribute to the organisational objectives of Council's Infrastructure Services Branch.
- Undertake various roles related to civil engineering of Council assets such as footpaths, roads and stormwater drainage

KEY RESPONSIBILITIES AND DUTIES:

List all key duties for the role

- Civil design of various infrastructure projects in accordance with design briefs and directions, applying best practice design principles and standards
- Prepare cost estimates and specifications supporting designs, appropriate for procurement purposes
- Surveying using various methodologies and technologies of Council infrastructure, reviewing quality of survey data and translating to feature survey plans for design purposes
- Prepare documentation including reports, project plans, Gantt charts and specifications for minor projects
- Assist other City Infrastructure Directorate Branches as directed, including Engineering Development and Asset Management
- Assist with enquiries from external customers and internal staff
- Other general duties as directed by the direct Supervisor

Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

1. Evidence that the applicant is currently enrolled in the first year of a Washington Accord level Civil Engineering degree recognised by Engineers Australia.
2. Their skills in using AutoCAD, Civil Site Design, and other software packages
3. Knowledge of civil engineering design and Local Government

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator Engineering Design

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

Cadet Civil Engineer

Supervises: Nil

Internal Contacts: All Staff

External Contacts: Consultants, Private Contractors, Service and Statutory Authorities

RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To ensure allocated investigations/designs/projects are completed within agreed timelines and in accordance with policies, procedures, practices and standards
- To follow best practice in service delivery
- This position acts under general supervision and within specific guidelines
- Assist in making decisions on routine matters relating to the City Infrastructure Directorate

JUDGEMENT AND DECISION MAKING:

- Ability to solve problems by using one's own initiative as well as under direction
- Guidance and advice is usually available on tasks to be performed
- The work requires a clear understanding of methods, procedures and equipment used
- Decisions of a non-routine or politically sensitive nature must be referred to the direct Supervisor

SPECIALIST KNOWLEDGE AND SKILLS:

- Experience in the use of CAD design software, word processing and spreadsheet software packages
- Knowledge of the design process and drafting techniques
- Application of guidelines, standards, regulations and codes
- Ability to interpret design plans and specifications

MANAGEMENT SKILLS:

- Be able to plan and organize in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with other staff and customers.

INTERPERSONAL SKILLS:

- Be able to plan and organize daily routine in order to achieve and complete responsibilities within given time as assigned by the direct Supervisor
- Ability to establish effective working relationships with key stakeholders
- Ability to understand and implement the Council's personnel practices including E.E.O. and O.H. & S. legislations.

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING

Cadet Civil Engineer

QUALIFICATIONS AND EXPERIENCE:

- Evidence that the applicant is currently enrolled in the first year of a Washington Accord level Civil Engineering degree recognised by Engineers Australia.
- Numeracy and estimating skills
- Knowledge and/or work experience with Engineering in Local Government
- Current Drivers Licence

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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