



Cadet Civil Designer

POSITION DESCRIPTION

Position Number:	3232	Position Status:	Fixed Term Full Time
Portfolio:	Infrastructure	Classification:	Cadet progression at QLGIA (Stream A) Level 1 – Level 3 (As per Matrix)
Business Unit:	Engineering Services	Reports To:	Principal Civil Designer
Team:	Infrastructure Design	Revised:	April 2026

Human Resource Delegation:	Nil	Financial Delegation:	Nil
-----------------------------------	-----	------------------------------	-----

General Position Statement:

This position supports Council's direction by providing a range of investigation, survey, design, drafting and documentation services associated with municipal infrastructure and other projects undertaken by the Infrastructure Design team.

Specific Responsibilities:

This position has the following responsibilities:

1. Assist in the preparation of detailed designs, drawings and cost estimates for inclusion in municipal infrastructure project documentation.
2. Assist in undertaking accurate field surveys, preparation of feature plots and terrain models, and carrying out set-out surveys for projects when required.
3. Provide basic project support to other staff in the Infrastructure Design team and assist in ensuring that goals, objectives and programs, including the annual design program, are achieved.
4. Provide accurate information and basic technical advice to the public, other organisations and departments within Council when required.



5. Ensure that Infrastructure Design policies, processes and procedures are followed and that work meets technical and quality specifications.
6. Commit to undertaking all cadetship requirements and to the successful completion of a relevant tertiary course.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Ability to prepare basic drawings for inclusion in project documentation or for other purposes under supervision.
2. Developing knowledge of administrative, design practices, work practices, procedures and policies relevant to a design office.
3. Developing effective time management, planning and organisational skills.
4. Basic verbal and written communication and interpersonal skills relevant to the position, with a strong focus on providing quality customer service.
5. Ability to effectively operate Council's computer systems including MS Office Suite, and the ability to gain knowledge of computer aided drafting software (AutoCAD, Civil 3d, Civil Site Design or 12D).

Mandatory Qualifications, Licences and Experience

1. Currently enrolled, or be eligible for entrance to, an Associate Degree of Engineering (Civil).
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience



1. Experience in Civil design, drafting and surveying
2. Work experience relevant to the position in a local government environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office and outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A&B and Tetanus.
6. During the course of normal duties incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally;
 - Repetitive and sustained bending and stooped positions;
 - Working in awkward postures, and occasionally in confined spaces;
 - Constant handling of equipment, tools and materials;
 - Constant static and dynamic balance.





Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Cadet Civil Designer SELECTION CRITERIA

Position Number:	3232	Position Status:	Fixed Term Full Time
Portfolio:	Infrastructure	Classification:	Cadet progression at QLGIA (Stream A) Level 1 – Level 3 (As per Matrix)
Business Unit:	Engineering Services	Reports To:	Principal Civil Designer
Team:	Infrastructure Design	Revised:	April 2026

Please address each of the selection criteria below in your application:

1. Mandatory Qualifications and Licences:
 - Currently enrolled, or be eligible for entrance to, an Associate Degree of Engineering (Civil).
 - Possess and maintain a current motor vehicle driver licence.
2. Ability to prepare basic drawings for inclusion in project documentation or for other purposes with the use of computer aided drafting software (AutoCAD, Civil 3D, Civil Site Design or 12D) under supervision.
3. Basic knowledge of administrative and/or design practices relevant to the position.
4. Developing effective time management, planning and organisational skills.
5. Basic verbal and written communication and interpersonal skills relevant to the position, with a strong focus on providing quality customer service.

Please address each of the selection criteria in your application:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.