Mareeba SHIRE COUNCIL

# POSITION DESCRIPTION

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| **POSITION TITLE** | **Design Cadet** |
| **DEPARTMENT** | **Infrastructure Services** |
| **GROUP** | **Technical Services** |
| **LOCATION** | **Kowa St Depot Mareeba** |
| **CLASSIFICATION / LEVEL** | **LGOA Level 2** |
| **REPORTS TO** | **Coordinator Technical Services** |

**Department Summary**

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Projects

**Position Summary**

The Design Cadet assists with drafting and documentation of Council works and general design services and GIS duties as directed, whilst undertaking an approved university course.

**Key Responsibilities**

- Carry out routine design office duties under supervision, as required
- Successfully complete an approved course as per the requirements of the cadetship
- Provide general and/or technical assistance to Design Services, Civil Works and other departments, as required
- Perform basic-level technical functions using CAD and/or computer mapping systems
- Update and maintain records and plans, as required
- Undertake general office duties such as copying, filing, documentation etc
- Achieve and maintain a reasonable level of general computer-based skills
- Assist in maintaining Council's civil infrastructure asset records and technical library
- Other reasonable duties as directed from time to time

**Skills and Knowledge**

- Good interpersonal skills
- Possess sound written and verbal communication skills
- Sound knowledge of a range of Microsoft software applications including Excel, Word and Outlook

**Qualifications and Experience**
***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Experience in technical drawing or graphics
- Must be eligible for entry to approved Associate Degree Civil Engineering course

**Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

**Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**CONDITIONS OF CADETSHIP**

**1. Tenure**

The position is a full-time cadetship position within Council's Technical Services Group for a maximum term of four years (48 months). During this term the employee will undertake and complete external study in an 'Approved Course' (see clause 2).

Following completion of the Approved Course of study, the term of employment as a GIS Cadet will terminate and the employee will be employed for a further period of two (2) years, by Council as a GIS Officer. Permanent employment as a GIS Officer may be offered, however this will depend on Council's employment requirements at the time therefore this cannot be guaranteed.

As the completion of the Approved Course within the specified time frame is an essential condition of employment, failure to meet this requirement will give Council the right to terminate the contract of employment.

As Council is offering to meet all compulsory course fees and HECS charges, the employee will be required to remain in Council's employment for a minimum period of two (2) years following the successful completion of the Approved Course, unless otherwise agreed to by Council.

If the employee leaves Council's employment for any reason:

- before completing the Approved Course; or
- within two (2) years of obtaining the qualification from the Approved Course,

the employee shall pay upon demand, the full amount of any money paid to the employee by Council towards the employee undertaking the Approved Course (Debt).

Should the employee fail to pay the Debt, Council may:

(i) if the employee leaves Council's employment before paying the Debt, deduct an amount equivalent to the Debt from any money payable by Council to the employee upon termination and recover any difference under clause (ii); or

(ii) recover the Debt (including any amount owing under clause (i)) from the employee as a liquidated debt due and owing in any court of competent jurisdiction.

**2. Approved Course**

The successful applicant will be required to enrol as an External Student with a University of Council's choosing in an Associate Degree or Degree or similar program approved by Council.

**3. Study Assistance**

Council will reimburse to the employee all compulsory fees and charges that are associated with the Approved Course, following the employee producing evidence satisfactory to Council on the passing of subject(s) for which reimbursement is claimed. Council will not pay or refund fees for subjects that have not been passed.

Council will meet the fees for residential schools that are to be attended by the student as a compulsory requirement of the Approved Course. Reasonable travel, accommodation and meal costs that are associated with attendance at compulsory residential schools will be paid or reimbursed by Council (at its discretion) up to an amount agreed to by Council, prior to the employee attending the residential school.

**4. Textbooks and Course Material**

Council will not pay or reimburse the employee for course textbooks, materials or equipment that are required by the employee in undertaking the Approved Course. These costs shall be the employee's responsibility.

**5. Study Program**

The employee will be required to draw up a study program showing the anticipated commencement date, subjects to be studied each semester and anticipated completion date for their Approved Course. Completion of the probationary period will not occur until the Manager Human Resources has received and approved this information as being satisfactory.

Continuing employment will be dependent on satisfactory progress towards the qualification. That is, you must successfully complete each unit of study in accordance with a schedule that would enable you to complete the qualification within the nominal period of time.

At the end of each semester, the employee is required to submit a Reimbursement for Study Assistance form together with tax invoices and certified copies of documents issued by the University confirming successful completion of each subject.

The employee will be required to complete the Approved Course within a maximum period of four years (48 months) from the date of initial enrolment unless otherwise agreed by Council.

**SCHEDULE S3**

**WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

| I have read and understand the above Position Description and WHS Responsibilities Statement (S3) | | | | | |
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| **INCUMBENT NAME** | | **SIGNATURE** | | **DATE** | |
| **SUPERVISOR NAME** | | **SIGNATURE** | | **DATE** | |