

Position description

Cadet Civil Engineer

Position codes:	CADETW&S, CADCIVENG, CADCIVENG2 and CADENG
Division:	Water & Sewerage, Major Projects, Maintenance, and Technical Services
Location:	Moruya Administration Office and Moruya Depot
Band/Grade:	From: T8 – Administrative Band 1 Level 1 to Grade 14 – Professional / Specialist Band 3 Level 2

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Overview of a Civil Engineer Cadetship

The Cadet Civil Engineer position offers the opportunity to gain practical on the job experience whilst obtaining a formal engineering qualification, providing a strong foundation for a successful engineering career.

A Civil Engineer Cadetship is a training position in the Infrastructure Services Directorate and is similar to an apprenticeship or traineeship. The cadet program has been developed to ensure that upon completion of tertiary studies, the graduate commences their professional career with a sound background in infrastructure operations, maintenance, and construction activities, including project management. As part of the program, cadets may rotate through a range of teams including but not limited to Maintenance, Major Projects, Technical Services, and Water and Sewerage.

Initially, Cadets will work alongside Council's operational staff to gain practical experience in operational, maintenance, and construction activities. During this stage, Cadets may need to undertake additional relevant training such as Traffic Control or Worker on Foot.

Cadets will progressively undertake technical and project-related responsibilities, including investigations, design, project documentation, procurement, contract administration, and project delivery. Through this experience, Cadets will gain an understanding of infrastructure engineering and the asset lifecycle, including the planning, design, construction, maintenance, renewal, and management of infrastructure assets.

In the later stages of the program, Cadets will manage projects of increasing complexity under the guidance of experienced staff.

While the Cadet training program has been developed to accommodate students commencing tertiary studies, applications are also encouraged from students who have already commenced a relevant degree and have completed no more than half of their course requirements.

Primary purpose of the position

To obtain relevant on the job experience that complements external tertiary training.

Continued employment is dependent on satisfactory progress towards the completion of relevant undergraduate engineering studies, i.e., Bachelor of Engineering. Progression through the salary system is based on satisfactory progress at work, the responsibility level required for work undertaken, and progress towards completion of the degree through the accumulation of credit points over an estimated eight-year part-time study period.

Main duties and key result areas (KRA):

1. Actively engage in and support operational works on site.
KRA: Demonstrates initiative, actively participates in site activities, and shows a willingness to learn and develop practical skills and knowledge to support project delivery.
2. Assist with the planning and delivery of infrastructure operations, maintenance, design, and construction activities by providing administrative and technical support.
KRA: Administrative and technical support is provided in a professional and timely manner, with effective collaboration and open communication across Council.
3. Liaise with and provide advice to internal staff, contractors, consultants, and the community on engineering matters and relevant Council policies, standards, and practices.
KRA: Advice is timely, accurate, professional, appropriately documented, consistent, and complies with relevant legislation, standards, Council policies and practices, and project delivery objectives.
4. Carry out investigations and prepare designs.
KRA: Investigations and designs are completed in a timely manner, meet agreed standards and current best practice, and comply with Council policies, standards, and procedures.
5. Prepare and implement project documentation, including environmental assessments and approvals, cost estimates, and works programs.
KRA: Project documentation is prepared and implemented accurately, within agreed timeframes and standards, ensuring compliance with applicable legislation, Council policies and procedures, budget requirements, and project delivery objectives.
6. Undertake procurement activities, including preparing procurement documentation and managing quotation and tender processes.
KRA: Procurement activities and associated documentation are completed accurately, on time, and in accordance with Council policies, procedures, legislative requirements, agreed standards, and project delivery objectives.

7. Manage assigned contracts, including contractor performance, expenditure monitoring, compliance, and stakeholder reporting.
KRA: Contracts are administered effectively and in accordance with contractual, legislative, and Council requirements.
KRA: Expenditure is monitored, issues are promptly addressed or escalated as appropriate, and reporting is accurate, timely, and meets agreed standard.
KRA: Contract records are maintained in Council's record management system.
8. Project manage assigned projects, including planning, delivery, monitoring, and reporting.
KRA: Projects are delivered within agreed timeframes, budgets, and quality standards, and comply with safety, environmental, legislative, and Council requirements.
KRA: Project reporting is accurate, timely, and meets agreed standard.
KRA: Project records are maintained in Council's record management system.
9. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Progress towards, or eligibility for acceptance into, undergraduate studies by distance education through a recognised tertiary institution in a discipline relevant to civil infrastructure (e.g. a Bachelor of Engineering (Honours) majoring in Civil Engineering).
Eligibility may be demonstrated through HSC results that meet university entry requirements, a relevant diploma, or another recognised pathway to university admission.
2. Demonstrated interest and potential in infrastructure engineering, including areas such as project planning, design, construction, maintenance, renewal, and management of infrastructure assets.
3. An understanding of the role of Local Government engineers.
4. Good verbal and written communication and numeracy skills, with the ability to use technology and software programs.
5. Ability to work effectively both independently and collaboratively as part of a team.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current NSW Class C Driver Licence (or current NSW Provisional (P1 or P2) Driver Licence with the willingness and ability to obtain a Class C Driver Licence as soon as eligible)
2. General Construction Induction Card (White Card)

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. Bachelor of Engineering (Honours)

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisors will vary depending on the employee's placement. Below indicates the supervisor your role will report to when placement is within the relevant work area.

Division	Supervisor	Mentor
Major Projects	Division Manager, Major Projects	Division Manager, Major Projects
Technical Services	Transport and Stormwater Engineer	Division Manager, Technical Services
Water and Sewerage	Water and Sewerage Strategy and Projects Engineer	Division Manager, Water and Sewerage
Maintenance	Division Manager, Maintenance	Division Manager, Maintenance

Conditions of employment

Position title: Cadet Civil Engineer

Grading: These training positions are offered across a range of grades from T8 to Grade 14 of Council's salary system. Commencing salary and progression through these grades will be determined by the level of:

- Study completed;
- On the job experience and;
- Responsibility required for the work undertaken.

Duties will be assigned based on experience and progression through studies/training. As a general guide, for a Cadet commencing with no prior relevant work experience or tertiary study, progression through the salary system will be as indicated below:

Stage 1 – Commencement – T8

Stage 2 – Completion of 12.5% of tertiary program – T9

Stage 3 – Completion of 25% of tertiary program – T10

Stage 4 – Completion of 37.5% of tertiary program – Grade 9

Stage 5 – Completion of 50% of tertiary program – Grade 10

Stage 6 – Completion of 62.5% of tertiary program – Grade 11

Stage 7 – Completion of 75% of tertiary program – Grade 12

Stage 8 – Completion of 87.5% of tertiary program – Grade 13

Stage 9 – Completion of 100% of tertiary program – Grade 14

Continued employment is dependent on satisfactory progress towards the completion of degree level studies and satisfactory job performance.

Salary range: In the range of \$2,651.31 to \$4,158.66 gross* per fortnight comprising:

- \$2,367.24 to \$3,713.09 base salary
- \$284.07 to \$445.57 superannuation (calculated at 12% of the base salary)

*Please note per the provisions of the Award, this role will undertake operational duties on a rotating basis. Implications for working hours, rates of pay and relevant allowances will be adjusted as necessary and reflected within the fortnightly salary.

Award: Local Government (State) Award 2026

Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Duration:	This is a fixed term placement for the term of the study, estimated to be approximately 4 to 8 years part-time (depending on prior study completed before commencement). Subject to satisfactory performance, a permanent, full-time position may be offered upon completion of studies.
Hours of work:	This fixed term Cadetship will involve a rotation of working hours and duties, alternating between an administrative and operational based environment. The Cadet's starting placement, whether in an administrative or operational stream, will be determined based on their skills, experience, and development needs, and will be discussed during the onboarding process. The ordinary hours of work are currently: <i>Operational Placement (Full-time, 76 hours per fortnight)</i> Monday to Thursday 6:55am to 4:05pm Fri – Week 1 6:55am to 2:05pm Fri – Week 2 RDO <i>Administrative Placement (Full-time, 70 hours per fortnight)</i> 8:30am to 4:30pm Monday to Friday

with variations from time to time to meet work requirements.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in these hours by individual agreement between employees and managers.

Location:	Based from Council's Moruya Depot (210 Araluen Road) or main administration office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. Upon commencement, employees on a fixed term contract are credited one week sick leave and an additional one week after each six months of service. One week of My Leave will also be credited, with an additional week provided on each anniversary of appointment
Rotation:	During the term of your cadetship, you will undertake a range of rotations to support your professional development and provide exposure to Council operations. Rotation opportunities may include, but are not limited to: • Major Projects • Technical Services • Water and Sewerage • Maintenance • Other relevant Council business areas Rotation arrangements, including the duration and sequence of placements, will be determined by Council based on operational requirements, your qualifications, experience, areas of interest, and development objectives.
Tertiary study:	Cadets will be required to undertake tertiary studies in a Council approved course which will lead to eligibility for full membership of Engineers Australia (EA). Tertiary studies will be via correspondence.
Tertiary fees:	Council will pay the upfront tertiary fees for Cadets undertaking Council approved undergraduate studies, subject to the Cadet demonstrating satisfactory academic progress and successfully completing the required units of study.

Study leave: Cadets will be provided with study leave to attend residential schools, examinations, and other compulsory course components that require in-person attendance.

Reimbursement of travel, food and beverage expenses will also apply in accordance with Council policies.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

Only applicants who have commenced or have eligibility to enrol in relevant tertiary studies will be considered for the position. Proof of enrolment will be required prior to any offer being made to the preferred candidate.

Applicants currently completing the HSC are encouraged to apply. Applications must be supported by Year 11 and Year 12 results available at the time of application, including any indicative ATAR or early entry assessment. Any formal offer of employment will be subject to the applicant meeting university entry requirements and providing evidence of enrolment in an approved course.

Only applicants who address the selection criteria will be considered for the position.

The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.

Selection for interview is based on the responses you make to these criteria.

Each question relates to an important aspect of the job. You will need to make responses that explain your training and experience to date regarding the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experiences.

Prepare your resume (or CV)

Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.

Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

School reports

If you have completed schooling within the last 5 years your most recent school report is required as part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

Referees

- If you are a recent school leaver (i.e. If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

For further information on how to make a great application please contact Council's Recruitment Team on 02 4474 7378.

Organisation chart

