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## POSITION DESCRIPTION

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### Position details

<b>Position Title:</b>	Cadet Technical Officer (Drafting)
<b>Business Group:</b>	Various
<b>Location:</b>	Various
<b>Classification:</b>	SW1
<b>Reports to:</b>	Senior Technical Officer

### Purpose and Key Challenges

The purpose of the Cadet Technical Officer (Drafting) is to produce engineering drawings and associated designs, plus survey, mapping, and calculations and technical support for water infrastructure development and refurbishment projects undertaken by SunWater.

Key challenges include application of technical engineering skills across a broad range of water industry functions that will support the achievement of SunWater's commercial objectives.

Specifically, this will involve working under supervision and undertaking training to gain the skills necessary to produce high quality engineering drawings and associated designs, survey, mapping, calculations and to provide technical support services for:

- Planning, Design and Construction of Water Engineering related Developments and / or Refurbishment Projects undertaken by SunWater
- GIS Mapping Projects undertaken by SunWater

### Financial and Human Resource Management Accountabilities

**Financial:** Nil

**People:** Nil

<b>Key Accountabilities</b>	
<b>SunWater Key Result Area</b>	<b>Major Outcomes</b>
Community and Environment	Activities are carried out in compliance with the requirements of the SunWater Environmental and WH&S Management System Standards
Our Customers	<p>Fair, courteous, polite and attentive service is provided to clients and staff members</p> <p>Professional and positive communication with clients and staff</p> <p>Confidentiality of client information is respected and maintained</p>
Our People	<p>Effective working relationships developed with supervisors and staff</p> <p>Active participation and liaison as part of the SunWater team</p> <p>Participation in performance planning and review processes in accordance with the SunWater Achievement Development System</p> <p>Participation in Training and development activities</p>
Business Management	<p>Office technical systems and equipment are operated and maintained to ensure efficiency</p> <p>Feedback provided on work progress and completion</p> <p>Administrative tasks carried out in accordance with the duties and responsibilities of the position</p> <p>Routine reporting to the Senior Technical Officer on work status</p> <p>Satisfactory rate of progress is maintained during the nominated course of study</p> <p>Engineering drawings, mapping and associates designs are produced under supervision utilising computer aided techniques to ensure quality assured procedures</p> <p>Field work associated with the investigation and/or construction of SunWater projects is undertaken</p>

## **Person Specification**

### ***Essential***

#### **Education/Qualifications/ Licences**

Possession of, or the eligibility for enrolment in the Associate Degree in Engineering as an external student of the University of Southern Queensland (USQ)

Pass in Grade 12 English and Maths

#### **Knowledge, Skills and Abilities**

Demonstrated ability to complete work and study responsibilities

Demonstrated willingness to work under supervision to produce engineering drawings, associated designs, survey, mapping, and technical calculations and to undertake field investigations and construction activities

Demonstrated analytical ability and initiative and competence in learning new skills

Sound communication, interpersonal and team work skills with the ability to liaise with and build effective working relationships with clients and colleagues

### ***Desirable***

Knowledge of Computer Aided Drafting systems and Geographical Information Systems

Possession of a "C" class driver's licence

Possession of or the ability to obtain all licences, certificates and competencies required to carry out the duties of this position. This may include First Aid, CPR, confined space entry and rescue, and other relevant certificates of competency

## **Work Environment/Conditions**

The SunWater Certified Agreement and relevant parent Award covers salary and entitlements of the position.

Normal hours of duty are 72.5 hours per fortnight. The position may require work to be undertaken outside of normal business hours.

It is essential that the occupant of this position is available to travel to project locations throughout Queensland in accordance with work priorities.

## Other Information

SunWater is an equal opportunity employer.

Further information about SunWater can be obtained from the website at [www.sunwater.com.au](http://www.sunwater.com.au)

The contact for enquiries regarding this position is Cheryl Colaso on telephone 07 3120 0041.

### **How to apply:**

If you would like to apply for our Cadetship Program please visit:

[http://www.sunwater.com.au/sw\\_employment\\_vacancies\\_cadet.htm](http://www.sunwater.com.au/sw_employment_vacancies_cadet.htm)

Closing Date: COB 29 September 2008

Applications will be retained for a period of six months and then destroyed unless otherwise requested.

# Attachment

## Work Unit Structure

