



## Civil Construction Apprentice POSITION DESCRIPTION

<b>Position Number:</b>	3659
<b>Portfolio:</b>	Infrastructure
<b>Business Unit:</b>	Construction and Maintenance
<b>Team:</b>	Urban Operations
<b>Position Status:</b>	Temporary - Full Time (3 years)
<b>Classification:</b>	Order Apprentices and Trainees Wages and Conditions
<b>Reports To:</b>	Supervisor Urban Operations
<b>Revised:</b>	October 2024

### **General Position Statement:**

This position supports Council's direction by providing an opportunity for an individual to learn and develop a range of skills, knowledge and attributes to support the completion of a nationally recognised qualification (Certificate III Civil Construction Plant Operations) that can lead towards a rewarding career in civil construction.

### **Specific Responsibilities:**

This position has the following responsibilities:

1. Demonstrate willingness to learn best practice processes and execute safe practices in relation to civil construction and maintenance works, including: Construction of roads, above-ground and underground infrastructure. Maintenance of roads, drainage system and general concreting works.
2. Actively engage in the workplace by seeking and receiving advice from co-workers and Supervisors.
3. Actively participate in and complete all necessary On and Off the job training in line with the requirements of the Certificate III qualification.
4. Carry out a variety of manual labour and operate various earthmoving plant and equipment associated with the delivery of civil construction and maintenance activities.
5. Compliance with safe work procedures and relevant Council policies and procedures.



6. At all times, act as a role model for Council's Values and Behaviours and display a high level of professional and ethical conduct.
7. Refer matters which may impact upon the business, Council and employees to the relevant Team Leader, Supervisor, Coordinator or Manager.
8. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. A genuine interest in the maintenance and construction of civil infrastructure.
2. Ability to complete relevant national competency units contributing to overall achievement of the training plan.
3. Ability to work within a team environment.
4. Sound numeracy, written and verbal communication skills.
5. A sound level of interpersonal skills relevant to the position and strongly focused on the provision of quality customer services.
6. Ability to accurately complete / follow instructions and prioritise tasks.
7. Developing knowledge of work practices and policies relevant to the business unit / team.
8. Underpinning skills as specified in the relevant competency standards.
9. Ability to attain knowledge of construction and maintenance procedures.
10. Ability to obtain a certificate of competency to operate Earthmoving plant and equipment.

#### **Mandatory Qualifications, Licences and Experience**

1. Sound level of literacy and numeracy.
2. Possess and maintain a current provisional or open motor vehicle driver licence, or ability to obtain provisional licence within 6 months once eligible.
3. Possess or have the ability to obtain Construction Industry White Card.

#### **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.

### Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "MR" Class Licence
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Ability to be immunised against Hepatitis A&B and Tetanus.
5. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
6. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
7. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".
8. During the course of normal duties the incumbent may be required to perform:
  - Constant dynamic standing/walking;
  - Walking on uneven ground;
  - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and machinery;
  - Frequent bilateral forward reaching;
  - Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
  - 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 HRM 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.

### **Acknowledgement:**

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	General Manager Infrastructure
<b>Signature:</b>	
<b>Date:</b>	15 October 2024
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.