	POSITION DESCRIPTION		PD075
	Civil Works Trainee		
Classification	Enterprise Agreement	**Status**	Three Year Fixed Term, Full time
Directorate	Infrastructure & Development	**Incumbent**	Vacant
Department	Project Works & Services	**Reporting to**	Civil Works Supervisor

PURPOSE OF THE POSITION
Working under direct supervision, the Civil Works Trainee will gain skills/experience and contribute to the operations, maintenance and construction of the civil assets of Council's infrastructure in accordance with Council's Contract Service Levels and Project Plans. Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Civil Construction throughout the three (3) year employment period.

KEY RESPONSIBILITY	**DUTIES / OUTCOMES**
Under direct supervision assist in the operations, construction and maintenance of Councils civil and storm water assets and infrastructure	▪ Through assisting with the operations, maintenance and construction of Council's civil assets and infrastructure, develop a broad range of skills and knowledge including: – Planning and organising work, – Carry out measurements and calculations, – Reading and interpreting plans and specifications in the workplace – Use of hand and power tools and operation of small plant and equipment – Site preparation and excavation – Laying/levelling base and surface materials, – Traffic control duties, – Construction of footpaths and installation of drainage pipes and structures, and – Digging, backfilling and general civil maintenance. ▪ Generally, assist and carry out a range of duties as directed by the Leading Hand, Supervisor and/or Coordinator in accordance with instruction and Councils Service Levels and Safe Work Procedures. ▪ Undertake manual handling/labouring duties in a safe manner.
Standard Clauses in all Project Works and Services employee PDs	
Participate and contribute positively as a team member to achieve the agreed work plans and team objectives	▪ Be responsible for the quality of one's own work and exercise discretion in accordance with training and knowledge. ▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives. ▪ Adopt changes in operating practices to achieve team objectives and identified efficiencies.
Operate small plant and vehicles in the correct manner, ensure maintenance	▪ Operate small plant, machinery/equipment and vehicles in the correct manner and carry out routine maintenance to ensure good operating condition in accordance with operating standards.

undertaken and logbooks are completed as required	▪ Major faults/damage reported and followed up in accordance with Project Works and Services procedures. ▪ Follow Safe Operating Procedures and use correct PPE. ▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed.
Vehicle Use	▪ Operate vehicles in the correct manner and carry out routine maintenance to ensure good operating condition. ▪ Major faults/damage reported and followed up in accordance with Project Works and Services procedures. ▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed.
Documentation	▪ Complete daily and weekly documents as required in a prompt, accurate and legible manner. ▪ Actively and positively participate in the development and implementation of risk assessments, safe work method statements, safe operating procedures and other Work Health & Safety requirements.
Job Rotation	▪ Rotation between work teams and/or functions in line with operational requirements.
Training and Development	▪ Undertake training and development as directed to ensure high standard of service delivery.
Meetings and Interactions	▪ Attending and actively participating in internal and external meetings and workshops, as required.
Customer Service	▪ Maintain a “can do” attitude when dealing with members of the public, councillors, and other council officers. ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Resource Sharing	▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Confidentiality	▪ Integrity and confidentiality of all council related activity and documentation is being maintained.
Records Management	▪ Records are created, used, maintained, recorded and managed in accordance with the Council’s Information Management Policy.
Procurement	▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	▪ Maintain an active awareness and reporting of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.

Performance Measures	▪ Departmental Key Performance Indicators (KPI's) developed. ▪ KPI's communicated to the work group. ▪ Reports against KPIs are occurring. ▪ Updates and achievements of outcomes completed in Interplan. ▪ Performance monitored against internal and external Council survey results.
Additional Duties	▪ Other duties as directed within the scope of the position.

SPECIAL CONDITIONS

- This three (3) year traineeship position will involve on the job training, as well as training modules to be completed off site via a Registered Training Organisation. Attendance at all compulsory training programs will be required to ensure satisfactory progress is made towards the completion of the traineeship.
- A pre-employment medical including drug and alcohol testing is required prior to commencement.
- A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.
- All employees engaged by the Project Works & Services Department are encouraged to be vaccinated for Hepatitis A and B which is achieved through a three (3) course process across a six (6) month period.

WORK HEALTH AND SAFETY ACCOUNTABILITIES

All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
   - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
   - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
   - Report safety hazards to minimise and control risk.
   - Report immediately any incident or injury which arises in the course of your work.
   - Ensure completion of induction, instruction and training prior to undertaking tasks.
   - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
   - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities;

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Civil Works Supervisor or relevant Supervisor whilst undertaking duties through job rotation.
Direct Reports	Nil
Internal Liaisons:	The Employee is required to operate as an effective part of Project Works and Services and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation
External Liaisons:	The Employee interacts with the public, contractors and various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Employee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, they will refer the matter to the Civil Works Supervisor or delegated Officer.

PERSONAL ATTRIBUTES

- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively uses initiative, innovation and has a commitment to continuous improvement.
- Ability to employ sound judgment and decision making amongst competing demands.

POSITION – INHERENT PHYSICAL REQUIREMENTS				
The work is likely to require a certain amount of physical activity, such as:				
Activity	**Never**	**Occasional**	**Frequent**	**Constant**
Standing			X	
Walking		X		
Sitting		X		
Lifting			X	
Carrying		X		
Pushing / Pulling			X	
Stooping		X		
Climbing		X		
Bending			X	
Twisting			X	
Kneeling		X		
Squatting			X	
Reaching			X	
Noise		X		
Support one hand		X		
Two hands required				X
Vibration one hand		X		
Vibration two hands			X	

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Formal Qualifications

- Completion of High School Certificate/School Certificate and a commitment to attaining a Certificate III Civil Construction.
- Current Tasmanian driver licence
- Construction Induction White Card
- First Aid Certificate

Knowledge & Experience

- Demonstrated interest in developing knowledge and skills in civil works.
- Experience in operating/handling small plant and equipment.
- Experience in operating in a team environment, in particular sharing workloads and supporting the team in a positive manner.
- Experience in achieving desired outcomes by following instruction, procedure and safe work practices.
- Physical capability to perform manual labouring tasks that may involve strenuous activity, repetitive actions and work in an outdoor environment.
- Experience with Smart Phones and online technology and willingness to use as part of your role.

SELECTION CRITERIA

Essential

1. Completion of High School Certificate/School Certificate and a commitment to attaining a Certificate III Civil Construction.
2. Demonstrated interest in developing knowledge and skills in civil works.
3. Ability to operate in a team environment and supporting the team in a positive manner.
4. Effective written, verbal and interpersonal communication skills.
5. Smart Phone and ability to use as part of your role for email, texting, apps, calendar, notetaking, reminders, etc.
6. Current Drivers Licence (or the ability to obtain).
7. Construction Induction White Card (or the willingness to obtain).
8. First Aid Certificate (or the willingness to obtain).

Desirable

9. Local area knowledge.
10. Demonstrated experience in operating/handling small plant and equipment.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____