

# Position Description

## Apprentice Fitter

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** November 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Operational Band T2 –T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary – Apprenticeship
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Water Cycle
Team:	Workshop Townsend or Rushforth Road
Work base:	Rushforth Road Works Depot or Townsend Depot, this may change should business need identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Supervisor Mechanical Electrical
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	Primarily within the relevant Section
External contacts:	Contractors, tradespersons, general public

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Capable of working in difficult terrain

Prolonged standing

Frequent bending

Climbing of ladders and steps

Manual handling (up to 20kg)

Frequent use of computer keyboard

### Purpose of the position

To assist the Mechanical/Electrical team to deliver high quality mechanical maintenance and repairs to Council's Water Cycle Section.

To participate as a productive member of the team, following instructions given by the delegated supervisor and undertake assigned work tasks and activities within the workplace and training program.

To complete an appropriate course of study. Approved courses and training are as follows:

- Certificate III in Engineering – Mechanical Trade

### Major duties and responsibilities

Undertake and advise on repairs, both in the workshop and in the field

Assist in minor welding and fitting and machine activities

Maintain a clean and safe workshop

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Literacy and numeracy skills and demonstrated ability to complete standard forms

#### Experience

Previous experience, knowledge or interest in the field of a Mechanical Trade - Fitter

#### Position related skills

Demonstrated information technology skills including general literacy in email and internet programs and basic proficiency in Microsoft Word

Ability to apply attention to detail and accuracy in work undertaken

Demonstrated interpersonal skills, and written and verbal communication skills

#### Work qualities

**Essential selection criteria**

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Ability to work within a team environment

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Licences/tickets, clearances, membership**

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Current Drivers Licence

**Other features of this position may include**

Not applicable

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*