

Position Description

Position Title:	Civil Construction/Maintenance Trainee
Responsible to:	Civil/Maintenance Coordinator / Team Leaders
Directorate:	Infrastructure
Award/Classification:	Local Government Employees Award
Category of Employment:	Full Time

Objectives of the Position:

Contributing to the maintenance and growth of Whyalla's public infrastructure in a manner that contributes to the pride and value of the Council and the community.

Carry out general repair and maintenance of Council's outdoor environments, public and tourist amenities and assets (including stormwater drains and pits, water tables, rubbish, footpaths and kerbs) in the most efficient, productive, safe and cost-effective methods of operations.

Key Purpose and Responsibilities:

Key Primary Purpose	Responsibilities
Create and maintain attractive and purposeful public environments	<ul style="list-style-type: none"> • Prepare, maintain and develop Whyalla City Council's outdoor civil construction and infrastructure areas including footpaths, kerbs, stormwater and other associated infrastructure. • Assist with the installation, programming and maintenance of footpaths, kerbs, stormwater and other associated infrastructure. Operate plant and equipment safely and accordingly to operating instructions, and in accordance with any pre-start processes to support the maintenance and repair to a variety of machinery and other necessary equipment as required. • Undertake regular inspections, and carry out repairs and maintenance as directed, including all civil construction and infrastructure assets. • Work on specific jobs as directed.
Provide safe roadways and walkways	<ul style="list-style-type: none"> • Under direction carry out relevant activities for constructing roadways from base to final surface according to specifications. • Maintain and repair (where deteriorating) sealed and unsealed roadways to provide safe road conditions, including the effective operation of storm water systems, signage and other road facilities are functioning effectively. • Operate equipment safely and according to operating instructions. • Maintain and repair concrete and bitumised paths to an acceptable standard.



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Ensure WHS systems and practices are adhered to	<ul style="list-style-type: none"> Follow safe operating procedures, safety policies and procedures relevant to work areas, including ensuring an active accident/incident and hazard reporting. Ensure work health and safety systems and compliance are embraced and incorporated into the workplace and duties performed. Be involved in reviews and improvement of safety systems/equipment within the work group and broader Infrastructure Department. Liaise with Safety Representative/Work Team Leader regarding safety matters as required. Work and manage in a safe and responsible manner to project a positive image of Council.
Work in an efficient and cost-effective manner	<ul style="list-style-type: none"> Maintain plant and equipment to standard required in accordance with relevant procedures and pre-start requirements Carry out all relevant duties in accordance with instructions/directions given to best of ability in a timely manner. Have regard to cost effectiveness of all jobs/tasks and projects undertaken. Make appropriate decisions re carrying out of duties. Where guidance required, refer to Team Leader/Supervisor. Work in a flexible manner to carry out any appropriate duties in accord with Local Government Award and Council Enterprise Bargaining Agreement. Report any maintenance issues appropriately if they cannot immediately be dealt with
Contribute to a positive and efficient workplace	<ul style="list-style-type: none"> Reply to questions, queries and complaints by members of the public in a polite, punctual and factually accurate manner. Where unable to answer residents/visitors queries/complaints satisfactorily, direct to Team Leader/Supervisor or other Council personnel as appropriate. Plan, organise, timetable, schedule, keep records of tasks. Carry out the job to Council's standards.

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

Indicators and responsibilities to be reviewed on a regular basis and are subject to change.



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Position Criteria:

Essential Criteria:

- Drivers Licence
- Good problem solving skills
- Ability to communicate effectively
- Able to work effectively as a part of the team
- Able to cope with the physical demands of the job and enjoy outdoor work
- Minimum Year 10 level with appropriate literacy and numeracy standards
- Willingness to undertake a Certificate III in Civil Construction Plant Operations

Desirable Criteria:

Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

Behavioural expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
 - Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
 - Actively contribute to the strategic objectives of the Council.
 - Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
 - Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
 - Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
 - Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
 - Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
 - Compliance with all Council Policies, Procedures and documented practices.
 - Maintaining licences and accreditation in line with expectations of the role.
 - This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.
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Special Conditions:




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The employee may be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.

Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature:	Date: ____ / ____ / ____
Supervisor / Manager: Craig Inglis	Signature: 	Date: 22 / 03 / 2024____

Municipal Trainee PD Development Date: March 2023

