

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Trainee Civil Construction ( Certificate III)		
<b>Directorate</b>	Infrastructure Services	<b>Branch/Section/Unit</b>	Construction & Maintenance Branch/ Road Asset Construction Section
<b>Position Number</b>		<b>Level</b>	Trainee
<b>Award</b>	Apprentices' and Trainees' Wages and Conditions (Queensland Government Departments and Certain Government Entities) Order		
<b>Reports To</b>	Manager Road Asset Construction		
<b>Direct Reports</b>	Not Applicable		

## SCOPE OF POSITION

### Position Summary

### Key Responsibilities

- Fulfil Traineeship responsibilities, including undertaking and completing the Certificate III Civil Construction qualification, participating in both on and off the job training, as set out in the Certificate III Civil Construction training plan.
- Liaise with other staff, management and all other customers or service providers in a professional, timely and courteous manner.
- Work efficiently as a member of a high performing work team, ensuring the provision of quality customer service at all times and ensure that all work is carried out in a timely manner.
- Eliminate or report hazardous conditions and work practices that come to one's attention and report promptly any incident that involves work related injury or illness, near miss or damage to property or the environment.
- Operate and maintain Council's plant and equipment as per the manufacture's recommendations.
- Properly use, maintain and seek replacement when necessary for all personal protective equipment provided.
- Ensure that all daily documentation and reporting is completed on time (e.g. Timesheets, Log Books, Incident Reports etc) and report operational safety matters to the relevant officer.

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- Provide support with general construction and maintenance labouring tasks associated with, but not limited to:
  - Concreting
  - Kerb and channelling
  - Stormwater drainage
  - Roads
  - Roadside assets
  - Bridges
  - Foreshores and reserves
  - Removal and disposal of debris

## **Mandatory Licence/Competency (Ticket) Requirements**

- Satisfactory completion of a pre-employment medical assessment

## **Essential Knowledge/Skills/Qualifications Criteria**

- Demonstrated physical agility and dexterity to carry out labouring and frequent heavy lifting and bending.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all council employees and members of the public.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Queensland 'C' Class driver's licence
- Completion of Year 12 Senior Certificate

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

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## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Apply council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

### Code of Conduct

As per the Staff Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – We take responsibility for our actions. We will be accessible and fair.

**Consistent** – Our actions will reflect council's guidelines and practices at all times.

**Appreciative** – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – We will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

# Position Description

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

## Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*