



## Position Description

### Non-supervisory Employees

<b>Position Title</b>	<b>Trainee</b>
<b>Section</b>	Project Delivery
<b>Division</b>	Infrastructure
<b>Reports to</b>	Team Leader
<b>Grade</b>	Trainee
<b>Employment Status (FT/PT/Casual/Temp)</b>	Temp

### Position purpose

To learn and contribute in all aspects of infrastructure maintenance and construction activities.

### Position specific responsibilities

The key duties you are expected to perform in your role.

- Enter trenches and prepare bedding, place and cover pipes
- Remain proactive, effective and presentable and convey a positive Council image
- Ensure that works are completed in accordance with WHS legislation and relevant Council safety policies
- Comply with adopted Council Policies and Procedures
- Undertake pipeline junction repairs
- Place and finish concrete
- Undertake general labouring activities associated with Local Government Infrastructure maintenance and construction
- Identify and report HR related issues to supervisor, as required
- Report hazards, incidents and injuries
- Undertake traffic control at job sites in accordance with work plans and traffic controller guidelines
- Safely and efficiently utilise small plant
- Reasonably maintain small plant
- Safely and efficiently utilise handheld power tools
- Undertake construction of new works, as required
- Any other related duties as directed.
- To complete relevant TAFE qualifications - Cert II or III in civil construction.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



### Document Endorsement

Date Group Manager \_\_\_\_\_

Date Director \_\_\_\_\_

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_