

POSITION NO: 2115
CLASSIFICATION: Trainee – National Training Wage
OCCUPANT: Vacant
DATE: January 2023

POSITION CONTEXT & OBJECTIVE(S):

As a member of the depot team carry out allocated tasks to specified standards, to meet Council expectations.

To assist in construction and maintenance of Council footpaths, drainage network and infrastructure to the required standard to ensure the best presentation in the municipal area.

To undertake road maintenance and construction works ensuring compliance with Council corporate goals, objectives and standards in the most efficient and effective manner.

KEY RESPONSIBILITIES AND DUTIES:

1. To assist in maintaining and developing Councils assets to the required standard in a timely manner.
2. Assist with worksite Traffic Management Practices following correct procedures when required.
3. Acquire skills in all facets of Road construction, Asset maintenance and renewal.
4. Assure quality of work is performed to a high standard in accordance with expected standards.
5. Complete study and on job components to meet qualification requirements for Cert 3 Civil Construction, which may include travel for training purposes.
6. To learn and operate plant /equipment efficiently and safely to ensure satisfactory completion of assigned duties.
7. To comply with Councils procedures and practices with respect to Health and Safety, personnel practices and conditions of employment.
8. Willingness to work across a range of areas in the Depot Operations as directed by the Depot Operations Coordinator / Team Leader Roads and Drains.
9. Assist work teams complete and review "Safe Work Method Statements" and "Safe Operating Procedures" and any other OH&S requirements.
10. Report any workplace safety concerns or risks to Supervisor/Management. Participate in risk assessments for tasks presenting problems and resolve to ensure work team can complete tasks safely.
11. Compliance with all road laws and regulations.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records) and/or

YES

The incumbent must have and maintain a current Working with Children Check:

NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Roads & Drainage
Supervises:	Nil
Internal Contacts:	All Staff
External Contacts:	As Required, Visitors, General Public, Business Operators

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- To be able to undertake tasks with supervision, in a timely manner.
- Ability to work under routine supervision, individually or within a team environment.
- Ability to evaluate alternative directions of action for consideration.
- Understand and observe the risk management policy and related procedures.

JUDGEMENT AND DECISION MAKING:

- Nature of the work is clearly defined with established procedures well understood or clearly documented.
- Guidance and advice is always available.

SPECIALIST KNOWLEDGE AND SKILLS:

- Assistant to skilled employees.
- Ability to discuss problems and try innovative solutions.
- Ability to work cooperatively as part of a team.

MANAGEMENT SKILLS:

- Skills to achieve objectives within a timetable

INTERPERSONAL SKILLS:

- Good level of written and verbal communication skills.
- Adaptability and flexibility.
- Ability to work in a team situation.
- Ability to work under instruction and take guidance

CERTIFICATE III CIVIL CONSTRUCTION TRAINEE

QUALIFICATIONS AND EXPERIENCE:

- Willingness to undertake a Certificate 3 in Civil Construction.

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING