

AEN 6.1.1 Position Description - Template

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| **Certificate III in Civil Construction (General)****Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. |
| **Employee Name : TBC** | **Date PD Issued:20/08/2024** |
| **Position: Certificate III in Civil Construction (General)** |
| **Host Employer: Avard Civil** | **Supervisor: Norm Sheahan** |
| **Host Employer Address: 132 Strickland Road, East Bendigo Victoria 3550** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Danny James** |
| * Tasks Involved:
* Compacting, leveling, and spreading materials to form roads and footpaths.
* Performing minor repairs to damaged surfaces.
* Maintaining bridges and repairing signs and guideposts.
* Undertaking general roadside maintenance such as grass cutting, weed control, and litter collection.
* Involvement in all facets of general civil construction works, including manual excavation, concreting, laying pipes, pavement repair, grade checking, simple leveling, site drainage, and traffic control
* Operate a variety of machinery
* Follow WHS procedures
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| **Work Conditions:** Outdoors, conditions can sometimes be muddy or dusty |
| **Personal Requirements:****•** An eagerness to learn all aspects of Civil Construction• Physically fit • Strength to handle materials, tools and machines • Able to work in a team • Able to work independently • Must be reliable and punctual• Accuracy • Safety Conscious |
| **Key Selection Criteria:** |
| **Qualifications and Licenses Required:*** Drivers licence
* White card
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| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and

workplace instructions* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week: 38**
* **Days per Week: 5**
* **Award / Agreement: Building and Construction General On-site Award (MA000020)**
* **Superannuation: 11.5%**
* **Commencement Hourly Rate: TBC**
* **Allowances: TBC**
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| **Copy to :  Employee  Host Employer  Main File** |

# Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

# EMPLOYEE:

Employee Name:

Employee Signature: Date:

# HOST EMPLOYER:

Host Employer Name:

Host Employer Signature: Date:

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: