

## Position Description

**Westvic Staffing Solutions** Apprenticeship Employment Network Operations originated in 1984 as a not for profit, community-based company and has since evolved as a leading regional provider of employment and training services throughout Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

### **What is Apprenticeship Employment Network?**

Apprenticeship Employment Network is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Apprentice/Trainee Consultant.

### **What is an Australian Apprenticeship / Traineeship?**

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

### **What is a Training Agreement?**

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between the employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the Victorian Registrations and Qualifications Authority (VRQA) via an Australian Apprenticeship Support Network.

## Civil Construction (Bituminous Surfacing) Traineeship

### 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:**

**Date PD Issued: 28/7/22**

**Position: Cert III in Civil Construction (Bituminous Surfacing)**

**Host Employer: Centre State Asphalting**

**Supervisor:**

**Host Employer Address: 3 Lewis Drive Castlemaine Victoria 3450**

**Westvic Staffing Solutions Apprentice / Trainee Consultant: Phill Crone**

Crew Member are responsible for placing asphalt to specification on VSA Roads - Centre State Asphalting work sites.

The Crew Member's specific responsibilities, accountabilities and duties include:

#### Key Responsibilities

- Meeting expected time frames for contracts.
- Following safe work methods and look out for those around you.
- Meeting quality requirements.
- Report maintenance issues.
- Report incidents and near misses.

#### Administration

- Undertake training as required.
- Carry out daily inspections of plant for safety or maintenance issues.
- Keep licences up to date online or give copies to administration as soon as possible.

#### Specific Duties

- Loading of plant and equipment, travel to site and unloading.
- Attend site pre-start meetings.
- Undertake tasks as allocated by Asphalt Foreman or Asphalt Supervisor.
- Undertake maintenance tasks as directed by Supervisors - you will be provided training where necessary.
- Maintain awareness of the surroundings, as the movement of plant, personnel and the public all impact on the safety of the work area. Ensure compliance to asphalt SWMS.
- Lay asphalt according to quality requirements.
- Ensure plant and equipment and the work site are left in a clean and safe condition.
- Where asphalt cannot be removed on the day, ensure it is broken up to enable the skid steer to load a truck safely when it has cooled.
- Where the plant is being left on site, ensure the shutdown procedure is followed to reduce the likely hood of tampering or vandalism. Also ensure the plant is parked so as not to obstruct access to properties / businesses or traffic flow.
- Traffic cones are to be used to isolate any parked plant, floats or trailers.
- Refuel plant on return to the yard or before leaving the next day. Wash plant and equipment weekly and leave wash bay tidy.
- Ensure compliance with Company Policies and Procedures including the wearing of correct PPE.

- Comply with Company Work Instructions and Safe Operating Procedures.
- Maintain housekeeping of the worksite and yard.
- Be aware of environmental impact and minimise dust/noise where possible.
- Provide training and supervision to the less experienced crew, as directed by the Asphalt Foreman or Asphalt Supervisor.
- Participate in performance appraisal system.

### **Drivers of Heavy Vehicles**

- Drivers of heavy vehicles (float and tacker drivers) are to communicate with the Scheduler regarding any fitness for work issues, immediately they arise.
- Remember, if you are in charge of a vehicle on the road; you are responsible for obeying the road rules and complying with all speed signs. Site and depot rules must be adhered to also. Any fines or loss of licence are your responsibility.
- Your Scheduler must be notified of any fines. It is the responsibility of the driver to maintain their National Driver Work Diary and comply with heavy vehicle driver management.
- Assist Scheduler in preparing trip plans for any job outside the 100km radius of Centre State Asphaltting Castlemaine.
- Maintain accurate and legible plant records, National Driver Diary, Driver's Daily Worksheet and reports.

### **Communication**

- Participate in consultative arrangements in the workplace.
- All safety issues, maintenance issues, incidents or near misses must be immediately reported to the Foreman or Leading Hand.
- Discuss when requested plant maintenance issues with Workshop personnel.
- Provide feedback to Supervisor on possible improvements to methods used.
- Attend and participate in site meetings as required.
- Attend training when requested, in consultation with Surfacing Manager and Supervisor.
- Provide information to Administration as required, e.g. change of personal details, licence renewals.
- Provide feedback to Safety Committee Meetings through your committee member.
- Cooperate with any audits and improvement opportunities.

### **Culture**

Actively participate in VSA Roads – Centre State Asphaltting projects in line with company values.

### **Leadership**

Demonstrate support of the VSA Roads – Centre State Asphaltting mission, values and commitment to the highest safety, environment, quality and risk performance

### **Teamwork**

- Operate in and contribute to a team environment within VSA Roads – Centre State Asphaltting to facilitate efficient and effective operations and achievement of objectives.
- Work with others as part of an effective and professional team.

### **Strategic**

Obtain clarification where required and provide direction to VSA Roads – Centre State Asphaltting business on health, safety, environment, quality and risk matters that impact on business.

QUALIFICATIONS AND EXPERIENCE	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Current Driver Licence.</li> <li>• Construction Industry White Card.</li> <li>• Must hold, or willing to achieve plant competency tickets.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Plant competency tickets.</li> <li>• Workzone Traffic Management.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Flexible work hours.</li> <li>• Out of hours work is required.</li> <li>• Reasonable overtime including weekend work is expected.</li> <li>• Work at remote locations will be required.</li> </ul>

**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: