

GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

Position Title:	Civil Construction Trainee
Department:	Director Assets
Unit:	Works Unit
Date Approved:	September 2022
Award Classification:	National Training Wage

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Position Objectives

- To actively participate and successfully complete Certificate III in Civil Construction.
- Obtain skills and licences to assist with Construction and Maintenance activities for council.
- Operation of a range of plant and equipment in an efficient, cost effective and safe manner for maintenance and construction of roads and other physical assets within the Shire.
- This position requires involvement with various construction and maintenance groups within the operations works unit.

Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Under guidance and instruction the trainee will assist in activities which encompass, but are not limited to:

- Assist in opening and sorting of mail into documents for registration.
- Undertaking Certificate III in Civil Construction in a 12 month period.
- Operation and maintenance of plant and equipment in accordance with specification, procedures and statutory requirements
- Undertake work as directed by Team Leaders

OUR VALUES

Respect | Integrity | Teamwork | Service Excellence | Innovation



Civil Construction Traineeship Position Description

Key Responsibilities & Performance Standards Continued

- Maintain accurate timesheets and other records as required or as directed by Team Leader.
- Participate in all mandatory training requirements within the organisation.
- Ensure all work is carried out to a high standard and within the required deadlines.
- Ensure all work is carried out in accordance with Council policies, procedures and delegations.
- Guidance and advice will always be available when completing tasks.
- Ensure work is planned and prioritised to meet deadlines.
- Follow Occupational Health and Safety requirements for all work performed.
- Be an enthusiastic learner with all required tasks.
- Communicate effectively with team members and nominated supervisor

Confidentiality

The Trainee must not, whether during or after the Trainee employment with the Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Trainee on any confidential matter; or any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Trainee is required to disclose the information by law. The Trainee must use the Trainee's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

REPORTS TO: Nominated Supervisor

SUPERVISES: N/A

Risk Management Responsibilities (including OHS)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- To take reasonable care for their own safety and the safety of others affected by their acts
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace
- Report all safety hazards and risk exposures, including theft and property damage, to their supervisor
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

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Key Selection Criteria

- Desire to successfully complete a Certificate III in Civic Construction
- Passion for civil construction industry
- Ability to learn a diverse range of skills relating to Road Construction and Maintenance
- Ability to learn and gain necessary skills to operate and maintain small and large plant / machinery
- Ability to work as part of a team
- Ability to perform manual work
- Ability to discuss and resolve basic problems
- Satisfactory police records check

Signed

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Trainee's Name

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Trainee's Signature

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Date

.....
Directors Signature

.....
Date

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