

AEN 6.1.1 Position Description

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| **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: 18/9/24** |
| **Position:** Civil Maintenance Trainee | |
| **Host Employer:** Wannon Water | **Supervisor:** |
| **Host Employer Address:** 25 Gateway Road Warrnambool 3280 | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant:** Anthony Smith 0427 356 826 | |
| **Duties of Position:** Trainees in Civil Maintenance will learn to undertake a range of functions to contribute to the smooth operation of the Service Delivery Department that provide water and sewerage services to the communities of South West Victoria. | |
| **Tasks Involved:**  With supervision, the Civil Maintenance trainee may perform any or all the following tasks   * Maintenance activities to support the efficient operation of our water and sewerage network assets * Undertake reactive/emergency and planned/preventative maintenance and minor works * Operate plant and machinery * Maintain tools, equipment, and plant in a safe, clean and serviceable condition * Record and report on maintenance outcomes | |
| **Work Conditions:**  Business administrators may work for one person or a group of people. | |
| **Personal Requirements:**   * Well organised * Able to work as part of a team * Able to meet deadlines * Good communication skills * Aptitude for working with computers * Able to work accurately and neatly * Reliable * Will be required to undergo a Police Check | |

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| **Qualifications and Licenses Required:**   * Completion of Year 11 or Year 12 * A valid Australian drivers license |
| **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 within the workplace to the Host Employer and Westvic Staffing Solutions without delay. |
| **Additional Information**   * **Hours Per Week:** 40 hours pers week with one rostered day off per month * **Days per Week:** Monday – Friday 7:30am – 4pm (30 minute lunch) * **Award / Agreement:** WWEA 2020/National Training Wage 2010 * **Superannuation:** 11.5% * **Commencement Hourly Rate:**   **Allowances:** Access to a $250 uniform annual reimbursement |
| **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: |