

Position Description

Position Title	Trainee Civil Construction
Position Code	ENG048
Department	Engineering
Division	Works
Reports To	Supervisor Maintenance or Construction
Direct Reports:	Nil
Position Classification	Trainee Band of the Local Government (State) Award
Position Status	Full-time for the 2-year term of the traineeship
Allowances	Nil

SPECIAL CONDITIONS

Some ad-hoc out of hours work may be required to complete the duties of the position.

This is a two-year traineeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

The successful applicant will be required to satisfactorily progress and complete a tertiary qualification, Cert III Civil Construction. Successful completion of course requirements will be required for ongoing employment during this traineeship. The traineeship will also be comprised of rotations across the works area including construction and maintenance over the two-year period.

REPORTING STRUCTURE OF POSITION

Supervisor Maintenance or Construction	
↓	
Team Leader Construction and Maintenance	Crew Leader – Grader
↓	
MS Field Operator	Trainee Civil Construction

PERSON SPECIFICATION

<i>Requirement</i>	<i>Descriptor</i>
<i>Attitude to work</i>	<i>Demonstrates a positive work attitude and behaviour as well as a commitment to good work values and ethics</i>
<i>Motivation to work</i>	<i>Demonstrates a level of motivation to complete tasks at a high level and within timeframes</i>
<i>Reliability punctuality</i>	<i>Turns up to work on time each day ready to do a good day's work</i>
<i>Willingness to learn</i>	<i>Is willing to learn new tasks every day and adapts well to change</i>
<i>Ability to give and receive feedback</i>	<i>Is confident and able to speak up as part of a team as well as be able to receive and accept feedback as part of learning</i>
<i>Following procedures and protocols</i>	<i>Can follow clear directions and instructions as well as procedures and protocols.</i>
<i>Completion of study</i>	<i>A demonstrated interest and ability to learn the specific requirements of the traineeship whilst working on the job (Certificate III Civil Construction)</i>
<i>Licence</i>	<i>A provisional license is preferred. Council will consider L's in line with age</i>

WHY IS THIS ROLE SO IMPORTANT

The aim of this position is to assist Council in the delivery of a variety of operational works within the Forbes Shire including: Road Construction; Concreting; Plant Operations in accordance with skills, experience and tickets.

POSITION RESPONSIBILITIES

- In accordance with skills and ability, assist the works team in undertaking duties including:
 - Concreting and formwork
 - Pavement and footpath construction and repairs
 - Stormwater drainage construction and maintenance
 - Assisting in setting out works and surveying duties
 - Road construction and maintenance
 - Kerb and gutter
 - General labouring duties.
- In accordance with licences, skills and ability, undertake the following plant operations when required and directed:
 - Backhoe
 - Excavator
 - Roller
 - Skidsteer – CWLE only
 - Escort vehicles.
- Undertake backup duties across Council in the following areas in accordance with licence requirement, skills and ability:
 - Biosecurity Officer
 - Patching Truck operator
 - Traffic Maintenance Officer
 - Central West Livestock Exchange.
- Partner with crews to undertake the duties relevant to their areas. These include:
 - Traffic facilities
 - Cold mix
 - Stores
 - PaveLine
 - Cemetery.
- Proactively participate in the completion of administration duties on site where required:
 - Checking appropriate TGS are in place prior to the commencement of work
 - Checking appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work
 - Completion of plant sheets prior to the commencement of work
 - Completion of risk assessments prior to the commencement of work
 - Ensure compliance with SWMS
 - Contribute and participate in Tool Box talks on worksites.
- Maintenance of Depot yard and facilities
- Attending and following instructions in all on the job training and employment
- Demonstrated ability and determination in learning how to operate and carry out daily maintenance and servicing of purpose-built plant items, equipment and infrastructure

- Demonstrated ability and determination in learning the safe operation of all plant used prior to commencing and during work, and diagnose mechanical problems to ensure minimum downtime
- The ability to provide customer service to the community including answering enquiries from the public and reporting issues for further action.

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person
 - Wear protective clothing or equipment in the manner intended (if required)
 - Take reasonable care for the health and safety of all persons who are at their place of work
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals
- Comply with all Council's policies and procedures and Code of Conduct
- Complete other duties as directed by the nominated Supervisor
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

AUTHORITY AND ACCOUNTABILITY

- Worker level responsibilities regarding WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Nil

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Works	As required in relation to work carried out
Supervisor – Construction / Maintenance	Supervisor – Direction, guidance and support
Team Leader – Construction and Maintenance or Crew Leader - Grader Operators	Construction and maintenance jobs – Guide, support and mentor
Construction and Maintenance Teams	Colleagues – working collaboratively with peers
Surveyors	Colleague – survey jobs
Human Resources / WHS Teams	HR - Enquiries, investigations, payroll, training IT – Assistance with mobile technology where required WHS – Advice, incidents and investigations.
Council Employees	Colleagues
External	
RTO / ACC	In the delivery of learning and facilitation of course requirements
Business and Community Members	Enquiries, complaints
Authorities - NSW State Transport Authority (TfNSW), Surveillance Officers	To provide direction and oversight on Council's construction and maintenance duties
Contractors - Gravel and Water Trucks, Work Control, AAA, Forbes Scrap Metal	Undertaking duties in relation to construction and maintenance

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

 Foundational
  Intermediate
  Adept
  Advanced
  Highly Advanced

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No