

Position Description

Position No: CCA

Civil Construction Apprentice

Current Incumbent:

Directorate:	Infrastructure
Department:	Works & Waste
Branch:	Works

Position Description

Position Objectives

- To undertake an apprenticeship with the Works department which will lead to Certificate III in Civil Construction.
- To contribute to the Transport & Road reserve team which provides quality works and services in roads infrastructure consistent with Council and Road Management Plan standards, practices and agreements

Key Selection Criteria

- Interest in gaining experience and technical knowledge in Road infrastructure and maintenance
- Ability to complete a TAFE level Certificate
- Good communication skills
- Interest in learning how to operate plant equipment and machinery
- Physically capable of performing manual labour

Key Responsibility Areas

Under supervision and with daily guidance and instruction will assist the Group Coordinator or other team members with the following duties:

- Undertake necessary modules and practical work in accordance with the requirements of the apprenticeship
- Assist the Group Co-ordinator with the daily delivery of programmed works and implementation of the necessary monitoring and control measures
- Liaise with the Group Co-ordinator on a daily basis regarding matters associated with current works and improvements to operational procedures
- Assist with the effective use of plant and equipment
- Comply with and promote safe work practices for the Group Coordinator and ensure that public safety is considered in all works carried out
- Carry out pre-operation inspections and routine maintenance to ensure the safe operation of plant and equipment
- Participate in relevant training programs as required
- Contribute to the operation of Works team by undertaking all aspects of work in compliance with current OH&S and Worksite Traffic Management Code of Practice requirements
- Participate in emergency management response activities where required
- Other tasks as directed within the skills and abilities of a position at this level

Accountabilities

- Accountable for the quality and timeliness of work performed
- Expected to fully utilise staff newsletters, consultative committees and staff representatives for communication purposes on general employment related matters
- The achievement of agreed, specific performance objectives for the position including the satisfactory completion of the relevant TAFE training and assessments
- The adoption of safe working practices and procedures
- Adherence to all relevant Council policies and procedures;

Specialist Skills and Knowledge

Under the supervision of the Group Coordinator, develop skills in the following areas:

- Plant and equipment – operate a motor vehicle, light and heavy plant, trucks, equipment and machinery and carry out routine maintenance
- Roads – basic understanding and knowledge of road maintenance and construction techniques and practices
- Quality control – implement quality control techniques

Management Skills

- Not/applicable

Judgement and Decision Making

- Make minor maintenance decisions
- Safe working practices and procedures
- Report issues as they arise or advising management about issues, which need specialist attention.
- Guidance and advice is always available to the incumbent.

**Respect first, always ♦ Take ownership ♦ Courageously lead ♦ Working together
♦ Continually innovate ♦ Start the celebration**

Position Description

Interpersonal Skills

- Team work – effectively communicate with team members and work as an effective member of a team
- Written communication – produce job specific documentation and record standard information
- Oral communication – answers routine enquiries from the general public and liaise with fellow staff

Qualifications and Experience

- A current driver's license with a heavy rigid endorsement is preferable
- Willingness to enrol and complete relevant TAFE training and assessments

Council Values

Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

Our values are:

Respect first, always

We are attentive, listen to others and consider all points of view in our decision making.

Take ownership

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

Courageously lead

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.

Working together

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

Continually innovate

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

Start the celebration

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.

Occupational Health and Safety

The incumbent, in conjunction with the OH&S committee, is responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation.

- Take reasonable care for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encourage work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions

Customer Service

Greater Shepparton City Council recognises customer service as a whole of council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice
- Listening to and understanding our customer needs
- Developing skilled and motivated staff
- Strengthening relationships between staff and the customer
- Ongoing evaluation reporting and continuous improvement.

Who are our customers?

Our customers are persons or organisations that use or needs a service provided by Greater Shepparton City Council.

Our Definition – Customer Service:

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with council objectives and statutory obligations.

Recordkeeping Responsibilities

As an employee of the Victorian Public Service Sector, it is your responsibility to create and capture a full and accurate record of your work related decisions and activities. It is also your responsibility to ensure that all records are managed in accordance with the Greater Shepparton City Council's Records & Information Management Policy, Framework and associated procedures."

Accountability and Extent of Authority

The incumbent is subject to annual review (pursuant to Local Government Authorities Award 2001) and is accountable for:

- *The Officer is accountable to their Manager for providing accurate, effective and customer focused support to meet the needs of the Council.*
- *The position allows the Officer the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.*
- *The Officer has the authority required to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards.*

Extent of Authority

Subject to, and within the framework of, the provisions of relevant legislation and statutory requirements, and the Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with: the Council Plan; relevant human resources, industrial relations, and anti-discrimination legislation; relevant Awards and certified agreements; Council's policies and procedures; and accepted organisation standards.

Emergency Management

The Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 1986 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Risk Management Responsibilities

All staff members are to:

- *Understand the principles and purpose of Risk Management and the associated framework*
- *Understand all the risks associated with their activities and assist their manager / team leader in the identification and management of risks*

Organisational Relationship

Reports To: Transport & Road Reserve - Works Coordinators

Internal Liaisons:

- Manager Works & Waste
- Team Leader Work
- Coordinator Drainage & Maintenance
- Coordinator Roads
- Group Coordinator Graders & Reconstruction
- Group Coordinator Patching & Sealing
- Group Coordinator Drainage
- Group Coordinator Maintenance
- All Staff

External Liaisons:

- Contractors
- Suppliers
- Public

Acknowledged:

Employee:

Signature:

Date:

Counter Signed:

CEO Delegate :

Signature:

Date: