SOUTH BURNETT REGIONAL COUNCIL

POSITION DESCRIPTION

POSITION TITLE:	Trainee Civil Construction	**POSITION NO:**	2499
EMPLOYMENT TYPE:	Maximum Term Full Time		
CLASSIFICATION:	Traineeship		
CERTIFIED AGREEMENT:	Field Staff – 2011		
DEPARTMENT:	Infrastructure		
BRANCH:	Works		
REPORTS TO:	Supervisor Works		

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.
Community - Building partnerships and delivering quality customer service.
Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.
Innovation – Encouraging an innovative and resourceful workplace.
Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.
Vision – This is the driving force behind our actions and responsibilities.
Excellence – Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

This is a training position. The traineeship will cover a twelve (12) month period. Continued employment on completion will be subject to organisational needs and cannot be guaranteed.

Throughout the traineeship the trainee will be required to complete a Certificate II in Civil Construction whilst gaining construction experience through day-to-day activities in Council's Civil Operations and Civil Projects Programs.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Commitment to undertake all training requirements and successfully complete a Certificate II in Civil Construction whilst gaining construction experience through day-to-day activities in Council's Civil Operations
2. Assist under direction in the construction and maintenance of roads and drainage infrastructure
3. Operation of small motorised hand equipment
4. Provide a high level of client service at all times, to both internal and external clients
5. Refer matters that impact on Council to appropriate Supervisors or Manager
6. Maintain a record of training such as a training record book
7. Complete additional activities and reasonable directions given by management

3. ADDITIONAL FACTORS

- Ability to undertake manual lifting
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Successful completion of Year 10 School Certificate
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)

5. KEY SELECTION CRITERIA

1. Commitment to learn new skills and to complete a formal qualification in Civil Construction
2. Ability to work outdoors in a physical role undertaking manual tasks
3. Sound literacy and numeracy skills
4. Sound communication skills
5. Proven ability to follow direction and at times work with minimal supervision
6. Ability to work effectively in a team environment

6. WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibility Statement.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

7. CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

8. FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

9. INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: