

POSITION DESCRIPTION

CIVIL CONSTRUCTION APPRENTICE

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
 Our systems, processes and tools are contemporary and reflect leading practice.
 Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	Grow & Improve We improve our work everyday <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Civil Construction Apprentice		
Department & Section	City Asset – Infrastructure Assets and Maintenance		
Team	Drainage and Linemarking Maintenance		
Reporting to	Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	Apprenticeship		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Assists to achieve service standards which are part of our construction and maintenance program.
- Helps keep the community safe during extreme weather events.
- Maintains the infrastructure that supports the safe movement of traffic through our City.
- Helps to make our City a cleaner, safer place to live and work..
- Contributes to our community's sense of place.

What does the position do?

- Contributes to the maintenance of our city's:
 - Road network
 - Line Marking program
 - Drainage network
 - Flood preparation for storm events
- Loads and unloads trucks
- General Civil Maintenance Duties
- Ensures that all work is carried out in a timely manner to the required quality standards.
- Operates and maintains plant, equipment and tools associated with the duties of the position
- Truck driving (up to MR level)
- Contribute as a member of a high-performing work team, providing quality customer service
- Actively participates in own learning and development, including completion of all training as agreed with the Registered Training Provider
- Assists in the implementation of traffic management
- Responsible for the completion of daily documentation including vehicle inspections, machine hours and timesheets
- Follow safe work practices that support all WHS requirements
- Ensures compliance with the Code of Conduct, Council policies, procedures and guidelines
- Other reasonable duties as required are undertaken
- Work at other locations within Council if required

What outcomes does the position deliver?

- Interactions with members of the public, contractors and other service providers are respectful, friendly and polite
- Safe work method statements, safe operating procedures and daily job safety analysis and any other safety related requirements are complied with

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- Commitment to study and completion of Cert III qualification

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- C Class Driver's license is essential
- MR license desirable

Experience

- Experience working in a team environment (desirable)

Knowledge

- Local knowledge about the City of Port Adelaide Enfield Council area
- General knowledge of the roles, resources, services and functions provided by Council

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____