

## POSITION DESCRIPTION

<b>Position Title:</b>	Civil Construction Apprentice	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100987 & 100992	<b>Department:</b>	Works
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Capital Works
<b>Employment Type:</b>	Fixed Term – 3 years	<b>Location:</b>	Works Centre
<b>Classification:</b>	Training Wage		
<b>Reports to:</b>	Capital Works Coordinator		

### PRIMARY PURPOSE:

Under supervision, the role of the **Civil Construction Apprentice** is to undertake a range of civil and maintenance activities that will support the successful completion of Certificate III – Civil Construction (RII30920). <https://training.gov.au/Training/Details/RII30920>.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

RESPONSIBILITIES/ACCOUNTABILITIES	DUTIES
<b>Civil Work</b>	<p>Under supervision from the Civil Construction Team Leader, the <b>Civil Construction Apprentice</b> will undertake a range of tasks including:</p> <ul style="list-style-type: none"> <li>– Construction and maintenance works</li> <li>– Read and interpret plans and job specifications</li> <li>– Planning and organising work</li> <li>– Carry out measurements and calculations</li> <li>– Traffic management</li> <li>– Applying risk management processes</li> <li>– Use hand and power tools</li> <li>– Operate small plant and equipment</li> <li>• Working with WHS policies and procedures</li> </ul>
<b>Certificate III Studies</b>	<ul style="list-style-type: none"> <li>• Undertake the required studies for the successful completion of Certificate III Civil Construction.</li> <li>• Attend all workshops, tutorials and learning opportunities for the Certificate III Civil Construction.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Collaborate with council staff and proactively share knowledge to help build and maintain skills and capability across the team.</li> <li>• Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>• Provide on-the-ground support to Capital Works teams to assist with the completion of scheduled activities.</li> <li>• Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>• Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>• Take ownership and responsibility for delivering activities that benefit the community and align with council goals.</li> <li>• Take responsibility to deliver activities for our community</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote a positive image of the Council while representing the council to internal and external clients.</li> <li>• Identify and share new and continuous improvement opportunities in capital work.</li> <li>• Maintain up-to-date knowledge and expertise in relevant fields, including best practices and changes in legislative requirements.</li> <li>• Contribute to the achievement of personal Performance Plan objectives and actively engage in professional development and training opportunities.</li> <li>• Take responsibility for own work priorities to ensure accuracy, quality, value and timeliness of work undertaken.</li> <li>• Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, employees, and the wider community.</li> </ul>
<b>Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation.</li> <li>• Operate equipment safely and efficiently in line with Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) to ensure duties are completed to the required standard.</li> <li>• Complete and maintain all certificates, compliance training and allocation training and certification as required.</li> <li>• Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and material safety data sheets and applies it to the job.</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional activities within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

#### **LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- Traffic Management Accreditation or the ability to obtain on commencement of employment
- White Card the ability to obtain on commencement of employment
- National Police Check (is required for all GCC positions)

## KEY SELECTION CRITERIA – SKILLS AND EXPERIENCE:

1. Completion of Year 10 and a demonstrated interest in the Civil Construction Industry.
2. Good communication and interpersonal skill, including the ability to work in a team environment.
3. Ability to work under supervision, take instruction and undertake training and assessments.
4. Demonstrated numeracy and literacy skills to undertake the Certificate III Civil Construction.
5. Demonstrated ability to use tools, plant and equipment associated with Civil Construction.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

The role reports to the **Capital Works Coordinator / Civil Supervisor** for all operational and management matters.

The role is a key contributor to the **Civil Construction Team** and will liaise with employees of Council.

### 2. External:

The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters

### We are trusted

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge

### We deliver

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	