

POSITION DESCRIPTION

Position Title:	Apprentice Civil Construction (PN 6105)		
Position Type:	Full-time Temporary		
Department:	Infrastructure Delivery		
Date Approved:	October 2025		
Hours per week:	38	Award Classification:	Band 1, Level 1
FTE	1	Salary Classification	T1 – T10

Position Purpose

The Apprentice Civil Construction position is designed to undertake a structured Apprenticeship in Civil Construction, gaining practical experience and formal training in civil works, including road construction and maintenance, drainage systems, concrete works, and other public infrastructure.

The incumbent is responsible for:

- The completion of a Civil Construction Apprentice training program leading to the achievement of a Certificate III in Civil Construction.
- Provide general labouring duties to assist in the construction, maintenance and repair of civil infrastructure.

Key Accountabilities

- Actively participate in the structured training program provided, including both on-the-job training and formal coursework.
 - Undertake and complete a Certificate III in Civil Construction at a Registered Training Organisation (RTO) within the specified timeframe. The successful applicant will be required to abide by all RTO policies and regulations applicable to the course of study, and to meet the standards required to achieve the awarding of the certificate.
 - Complete all required assessments and course work as part of the Apprenticeship.
 - Practical application of the skills acquired in the workplace, assisting Council's Infrastructure Delivery Team in the construction and maintenance of Council's infrastructure asset network.
- In addition to working toward the completion of a Certificate III, participate in and complete all other internal training requirements relevant to the position and work environment.
- Assist in the construction, maintenance, and repair of civil infrastructure such as roads, footpaths, kerbs, stormwater drainage, and public spaces.
- Operate hand and power tools.
- Operate small items of plant as required from time to time.
- Exhibit a high-quality work ethic and integrity, together with a willingness to learn and adapt to a variety of work tasks.
- Maintain tools, vehicles, and equipment in clean and serviceable condition.
- Adhere to all Work Health and Safety protocols and procedures to ensure a safe working environment.
- Assist in identifying potential hazards and contribute to the development of risk mitigation strategies.
- Assist in maintaining work areas in a safe and tidy manner.
- Ensure total compliance with all relevant Council Policies and Procedures.
- Represent Council in a professional manner when interacting with residents, business owners and other

stakeholders.

- Accurately complete timesheets, safety forms, and training records as required.
- Actively participate in toolbox meetings and safety briefings.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Minimum completion of Year 10 education (Year 12 preferred).
- Current Driver's Licence, or willingness to obtain and maintain.
- Commitment to completing a Certificate III in Civil Construction.
- Possession of a General Construction Induction Card (White Card), or willingness to obtain.
- Willingness to participate in all training and development identified through Council's Training Needs Analysis and as required for the role.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Ability to complete theory and practical work units associated with the course of study.
- Demonstrated genuine interest in pursuing a career in civil construction.
- Good level of physical fitness to undertake manual labour and ability to work outdoors in various weather conditions.
- Basic knowledge of a range of hand and power tools.
- Intermediate verbal and written communication skills.
- Ability to communicate effectively and build positive relationships with colleagues, community members, and other stakeholders. Strong interpersonal skills with the ability to work with people from a variety of backgrounds and seniority.
- Ability to contribute to a positive and supportive team culture.
- Demonstrated strong desire to acquire new skills and knowledge. Proactive in seeking out opportunities for growth and development within the role.
- High level of attention to detail – ensuring accuracy and thoroughness in all tasks. Demonstrated commitment to delivering high-quality work.
- Proven ability to take initiative in approach to work tasks, proactively seeks opportunities to contribute to team success.
- Strong commitment to maintaining a safe working environment.
- Demonstrated understanding of the importance of public service and possess a genuine commitment to making a positive impact on the local community.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	• We approach our work with enthusiasm and drive to make a difference • We inspire others with our thirst for excellence • We take pride in the customer service we deliver
Integrity	• We act ethically and honestly and work to build the trust and confidence of the community and staff • We act with pride and respect while being loyal and accountable
Innovation	• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions • We promote and deliver change in the way we work
Communication	• We ensure open communication for all • We openly and proactively listen and provide information
Respect	• We consider workmates, community, the workplace and environment • We treat people as we would like to be treated
Collaboration	• We seek what is best for the team, not what is best for the individual • We work together to achieve a shared vision • We are connected with and care for each other • We encourage and pay attention to those around us

Supervision Received

This role reports to various Team Leaders across the Infrastructure Delivery Department.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	October 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	22 October 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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