

<b>POSITION TITLE</b>	<b>Trainee Construction &amp; Maintenance</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Works</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>Trainee Wages apply</b>
<b>REPORTS TO</b>	<b>Ganger – Construction &amp; Maintenance</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and operational works programs. Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

This position is a traineeship position. The role requires completing training and tasks required for the successful completion of the Certificate II in Civil Construction or equivalent and the traineeship is for a period of **12 months**. The formal training component of the traineeship needs to be completed within that timeframe.

The role calls for physically demanding work to be undertaken in a hot and humid climate on a daily basis. It is the responsibility of the Trainee Construction & Maintenance to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

### Key Responsibilities

Undertake all training required to commence and obtain Certificate II in Civil Construction or equivalent and satisfactorily complete all units of competency to obtain this qualification as required by Apprenticeship support network provider/RTO or TAFE.

Complete all tasks in relation to obtaining Certificate II in Civil Construction which may include:

- Performing safe and efficient general labouring duties at various locations throughout the region as directed, to ensure delivery of efficient, competent and high-quality work by the construction and maintenance team
- Comply with all reasonable instructions given by supervisors and complete these tasks in a competent, capable, safe and efficient manner
- Operate Council plant, machinery and vehicles in a safe and competent manner to ensure compliance with Council requirements including safe work method statements
- Ensure worksite housekeeping and vehicle presentation is of a high standard so that it provides a safe work environment and reflects positively on the Council image

- Assist in basic care and routine servicing of designated plant, including submission of plant maintenance reports, so that equipment is maintained and used in a safe, clean and serviceable condition
- Timely and accurate submission of any documentation and paperwork that may be required in the course of performing duties
- Work cooperatively as part of the Construction & Maintenance crew
- To provide for the efficient and effective delivery of form setting services in the areas of road and bridge construction and maintenance, as per skills and ability levels attained during traineeship
- To complete work assignments ensuring high standards of work quality and compliance with regulations and specifications
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Ability to contribute and work within a team environment and effectively communicate both verbally and written with team members and supervisors
- Willingness and physical ability to undertake manual handling and labouring tasks for extended periods sometimes in hot and humid conditions
- Demonstrated ability to exercise sound judgment in anticipating, avoiding, identifying and solving problems relating to construction and maintenance works
- Ability to positively contribute and work within a team environment with limited supervision
- Sound written and verbal communication skills and the ability to follow both written and verbal instructions
- Some knowledge of and ability to apply safe work practices including manual handling techniques, and follow WHS procedures and policies
- Some knowledge of construction methods and principles in the areas of concreting, road works and building works or the ability to acquire this
- Ability to acquire knowledge of the suitable selection and use of construction tools, materials and fasteners or the ability to acquire this

### **Required Qualifications or Equivalent**

#### ***Essential (Mandatory for the Position)***

- Commitment and ability to complete a Certificate II in Civil Construction or equivalent
- Completion of Year 10 High School Certificate or higher

#### ***Desirable***

- Current Queensland C Class driver's licence

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation. All employees must comply with any Environmental Authority issued to Council to carry out activities.

Worker's responsibilities for environmental protection include:

- An employee must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (*the General Environmental Duty*)
- An employee must no later than 24 hours after becoming aware of an event that causes or threatens to cause environmental harm, notify the employer of the event, its nature and the circumstances in which it happened (*Duty to Notify*)
- An employee must not cause an offence of environmental nuisance, environmental harm or depositing prescribed contaminants in waters

## **Workplace Health and Safety Obligations**

This position includes a requirement for the incumbent to maintain their weight at or below the Safe Working Load (SWL) for the seat of the machinery and equipment the position is required to operate.

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibilities Statement (Schedule S3)					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	