



Mildura Rural City Council

Position Description

Position No:	SMGT
Position Title:	Works & Engineering Services - Civil Apprentice – Red Cliffs Targeted Position
Incumbent:	Vacant
Branch:	Works & Engineering Services
Department:	Development
Special Measures:	The filling of this vacancy is intended to constitute a special measure under section 12 of the Equal Opportunity Act 2010. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Employment Conditions

Salary and Entitlements

The salary is in accordance with Mildura Rural City Council's Enterprise Agreement and Local Government (Long Service Leave) Regulations 2012 as follows:

- Year 1 – Band 1 Level A
- Year 2 – Band 2 Level A
- Year 3 – Band 3 Level A

Payment of Wages

Refer SMGT

Hours of Work

152 hours within a four week work cycle with two rostered days off per 20 days.

Superannuation

In accordance with Superannuation Industries Supervision Act.

Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate, Community and Development led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships:

- 1.1 Supervisor – pending work requirement apprentice will report to:
 - Team Leader Northern Construction
 - Team Leader Road Maintenance
 - Team Leader Concrete & Drainage
- 1.2 Direct Reports
 - Nil
- 1.3 Internal
 - All other Works and Engineering Services Employees and Labour hire staff
- 1.4 External
 - General community

2. Position Objectives:

The officer will be responsible for:

- 2.1 Undertaking training both on the job and at trade school within the Works and Engineering field in order to obtain Certificate III Civil Construction (Plant Operations) Qualification.
- 2.2 Providing quality construction and maintenance to sealed/unsealed road network, drainage, footpaths, kerb and channel and associate Engineering throughout the municipality in accordance with adopted practices and procedures.

3. Key Responsibilities and Duties:

- 3.1 The successful applicants will learn to operate various items of plant and equipment including, front end loader, backhoe, skid steer and other small items of equipment

- 3.2 Ensure resources (equipment, vehicles, plant, tools etc.) are used and maintained responsibly, safely and efficiently
- 3.3 Learn to read and interpret civil construction plans
- 3.4 Learn to operate a laser for laying civil pipes and obtaining levels
- 3.5 Undertake general labouring duties in any of the following areas: general pipeline construction and maintenance, storm water construction, water and sewer construction, demolition and recycling. May include: unload, carry and stack materials, place tools and equipment in position. Use simple levelling devices. Use hand and power tools, carry out manual excavation, use small plant and equipment, carry out slinging, erect and dismantle barricades and warning lights/signs
- 3.6 Learn to carry out basic machine checks and maintenance. Monitor machine operations
- 3.7 Prepare for the construction process, civil operations plant and non-plant
- 3.8 Must comply with the safety procedures and directions as directed
- 3.9 Must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of employees
- 3.10 Such other relevant duties as required from time to time which would generally fall within the scope of this position
- 3.11 Prepare to license upgrade to Heavy Rigid (possible heavy combination) Truck
- 3.12 Installation of new posts, signs and other items of road furniture
- 3.13 The maintenance of signs, posts and other items of road furniture to ensure motorists receive adequate direction and warning
- 3.14 Installation, maintenance and removal of temporary traffic control signage in accordance with Australian Standards
- 3.15 Setting out of new replacement line markings as directed by Team Leader
- 3.16 Setting and preparing for pouring and finishing concrete works including cast in-situ and pre-cast concrete kerbing, concrete footpath and miscellaneous paving and also where appropriate the operation of pouring and finishing machines, including kerbing machines, concrete cutting machines and trowelling machines.
- 3.17 Assist with setting out, excavation for preparation and pipe laying, together with backfilling and compaction work associated with drainage, irrigation and other subsurface work.

4. Accountability and Extent Of Authority:

- 4.1 Work under routine supervision using specific guidelines and developed skills

5. Judgement and Decision Making:

- 5.1 Undertaking of assigned duties ensuring specified standards and guidelines are met within set timeframes and programs.

6. Specialist Skills and Knowledge:

- 6.1 Basic knowledge and interest in civil works and associated Engineering including construction and maintenance activities.

- 6.2 Basic knowledge of and willingness to gain qualifications in the use of various items of plant and equipment generally associated with Works and Engineering Services activities e.g. plant and equipment including, trucks and trailer combinations, front end loader, backhoe, skid steer and other small items of equipment.
- 6.3 Ability to work in a team environment and work autonomously.
- 6.4 Ability to undertake physical duties associated with a range of manual tasks.
- 6.5 Committed to and the ability to learn both on the job and through attending trade school, and or accredited training provider.

7. Management Skills:

- 7.1 Ability to understand and follow direction.
- 7.2 Ability to follow a works programs.
- 7.3 Ability to complete works in a cost effective and timely manner.
- 7.4 Ability to follow procedures including those relating to Occupational Health and Safety

8. Interpersonal Skills:

- 8.1 Ability to work effectively within a team environment.
- 8.2 Ability to maintain an effective working relationship with other Works and Engineering staff.
- 8.3 Ability to develop effective relationships with teachers and students at Trade School, and or accredited training provider.

9. Qualifications and Experience:

- 9.1 Hold a Victorian P1 car drivers licence for 12 months or interstate equivalent and be willing to upskill and obtain a heavy rigid truck licence.

10. Physical Requirements

- 10.1 This position requires the incumbent to be able to undertake tasks that may involve heavy and light lifting, bending, kneeling, squatting, prolonged standing and walking, handling a variety of equipment (eg: broom, shovel, small hand held power tools), sitting and driving a works plant or other vehicle.
- 10.2 Successfully complete a functional capacity test including drug and alcohol testing.

11. Occupational Health & Safety Responsibilities:

Employees will:

- 11.1 Take reasonable care of his or her health and safety
- 11.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- 11.3 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations

- 11.4 Work in a safe manner and adhere to all safe working procedures and practices
- 11.5 Encouraging others to work in a safe manner
- 11.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information
- 11.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- 11.8 Report or rectify any unsafe acts or conditions that come to their attention
- 11.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- 11.10 Maintain security of site, plant and equipment
- 11.11 Participate in OH&S training and activities in a positive manner

12. Selection Criteria:

12.1 Essential core competencies required:

- The filling of this vacancy is intended to constitute a special measure under section 12 of the Equal Opportunity Act 2010. This vacancy is only available to Aboriginal and/or Torres Strait Islander people. Applicants need to demonstrate their connection to country.
- Applicants must have held a Victorian P1 car drivers licence for 12 months or interstate equivalent and be willing to upskill and obtain a heavy rigid truck licence.
- Genuine interest in civil works and mechanically minded.
- Ability and commitment to undertake and complete all aspects of training associated with traineeship.
- Ability to attend trade school, and or accredited training provider within designated hours.
- Availability and willingness to undertake shift work or additional hours as required.
- Demonstrated ability to follow direction and show initiative.
- Basis knowledge of civil construction, plant and equipment.
- Basic knowledge of OH&S practices and principles associated with Works and Engineering.
- Ability to work effectively in a team environment.
- Hold a current satisfactory Police Check or willing to obtain one prior to employment.

Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Development Department.

Mildura Rural City Council's Values

RESPECT

We will be respectful towards others and value differences.

HONESTY

We will be ethical and open.

INTEGRITY

We will be reliable and trustworthy in all that we do.

TRANSPARENCY

We will be objective and fair in our communications and decisions.

ACCOUNTABILITY

We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.