

POSITION DESCRIPTION

Position Title:	Roads Team Member Apprentice
Position Number/s:	INF-L42, L43, L44, L45
Employment Type:	Full Time, Limited Tenure for up to twenty-four (24) months
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Order – Apprentices’ and Trainees’ Wages and Conditions (excluding certain Queensland Government Entities) 2003
Classification:	Applicable Apprenticeship Rate
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under close supervision, this position undertakes a competency-based apprenticeship for up to 24 months to develop a range of competencies in road construction and maintenance through formal and on the job learning activities, while contributing to the Roads team in constructing and maintaining Council’s roads and other infrastructure.

ORGANISATIONAL RELATIONSHIPS

Reports to: Roads Leading Hand
Directly Supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council’s Register of Delegations

KEY RESPONSIBILITIES

1. Under close supervision, undertake a range of road construction and maintenance tasks as part of the on-the-job training required of the Certificate III Civil Construction Plant Operations.
2. Safely operate and maintain a range of plant and equipment associated with roads construction and maintenance activities.
3. Work effectively under close supervision as part of a small team.
4. Undertake allocated tasks effectively and efficiently within established time objectives as required/directed.
5. Carry out routine and basic labouring tasks.
6. Complete the requirements of a relevant Certificate III which requires a commitment to studying in the incumbent’s own time.
7. Achieve the milestones set out in the individual Training Plan.
8. Comply with Council’s Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under *the Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
9. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Effective and efficient time management skills with the ability to apply attention to detail.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Ability to work effectively in a small team, in a professional and positive manner.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Sound computer skills.

| Education/Qualifications |

Essential:

- Minimum education level of completion of Year 10 or equivalent and/or relevant work experience.

Desirable:

- Possession and maintenance of a General Safety Induction card (Construction Industry) – QLD.

| Licences |

Essential:

- Minimum of Queensland Provisional ('P' Plate) 'C' class drivers' licence (or ability to obtain).

Desirable:

- Possession and maintenance of a Queensland 'C' class drivers licence (or higher).

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

ORGANISATIONAL COMMITMENT OBLIGATIONS

Personal Leadership

- Demonstrates effective relationship building.
- Positively influences others.
- Takes responsibility for own development.
- Actively seeks feedback on performance and learns from experiences.
- Accepts accountability with responsibility.
- Treats Council resources (finances, plant, equipment etc) with respect.
- Demonstrates a commitment to ensuring resources are utilised efficiently and effectively.

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Policy and Procedure

- Be aware of, and act in accordance with all Council policies and procedures, including those in relation to Anti-Discrimination, Workplace Bullying and Sexual Harassment, Equal Employment Opportunity, Workplace Health and Safety, Integrated Management System, Quality, Environment, and Customer Service.

Workplace Health and Safety

- Assist new workers in the understanding of carrying out work tasks and recognising hazards in the workplace.
- Ensure incidents, hazards and near misses are reported to the supervisor.
- Advise the supervisor or team leader of unsafe conditions or activities in the workplace.
- Work in a safe manner that will not endanger you or any other person.
- Use and maintain PPE provided by council in accordance with the manufacturer's requirements.
- Report any defective or damaged plant and equipment to your supervisor or team leader.
- Do not remove or interfere with anything provided at the workplace in the interests of health and safety.
- Support and participate in any work health and safety consultative process.
- Fulfil health and safety performance requirements and attitude expectations.
- Participate in and complete any required health and safety training and actively support its implementation at the workplace.
- Partake in the return and rehabilitation plan for a workplace injury.

Environment

- Charters Towers Regional Council is committed to achieving a high standard of environmental care in its activities as a local government. Council recognises that responsible environmental management is increasingly important, with greater expectations being placed on all organisations to minimise their impact on the environment.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____