

# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Apprentice Civil Construction Plant Operations	<b>CLASSIFICATION</b>	Percentage (%) of Level Classification
<b>DIRECTORATE</b>	Engineering & Infrastructure	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream B
<b>DEPARTMENT</b>	Infrastructure	<b>REPORTS TO</b>	Team Leader
<b>POSITION NO.</b>	56,221.00	<b>LAST REVIEW DATE</b>	28/11/2019

## OUR VALUES

**Professionalism:** We will display accountability, openness, transparency and integrity.

**Continuous improvement:** All aspects of the organisation's operations are encouraged through a progressive and creative approach.

**Excellence:** The manner in which we approach all aspects of the business for Isaac region, the highest possible outcome will be achieved.

**Procedural consistency:** There is a consistent approach to the way in which Council conducts its business across the region.

**Customer focus:** We identify and meet the needs of all customers in a responsive and equitable manner.

**Team work and coordination:** We work together to achieve a common goal

**Safety and well-being:** We are all committed to working safely and caring for each other's well-being.

## A. DIRECTORATE SUMMARY:

The Engineering and Infrastructure Directorate ensures an integrated approach and responsibility for Roads & Drainage Infrastructure, Parks & Recreation, Technical Services, Plant & Fleet, and Waste Management functions and operations of Council.

## B. POSITION SUMMARY:

The Apprentice Civil Construction Plant Operation position is responsible for assisting with the operation and maintenance of vehicles, plant and equipment for Roads and Urban Service across Isaac Regional Council.

## C. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Assist with operating and servicing of vehicles, plant and equipment for construction, maintenance and urban services.
2. Undertaking labouring duties as required.
3. Attending and participating in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.
4. Attending and completing relevant on-the-job training as required.
5. Completing the relevant certifications and licences in partnership with Council's approved Apprenticeships and/or.

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## D. KEY COMPETENCIES:

### Knowledge and skills

1. Sound level literacy and numeracy skills, applicants may be required to undertake pre-employment literacy and numeracy tests.
2. Demonstrated strong work ethic and reliability
3. Ability to work in multi-disciplinary teams
4. An understanding Workplace Health and Safety Highly regarded

### Experience

1. Previous experience or awareness of plant and equipment would be highly regraded
2. Knowledge or experience in basic mechanics and general maintenance is required

### Qualifications

1. Minimum completion of at least Year 10 school certificate
2. The role requires the possession of a current P1 Provisional Australian Drivers Licence.

## E. PHYSICAL DEMAND CATEGORY:

- Sedentary Work  
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.  
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.  
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

### Audio-Visual Demands:

- Depth Perception       Colour Discrimination       Peripheral Vision       Hearing (Avg)

### Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs
<input checked="" type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

### Work Environment:

Attribute:	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions:

- Simple Grasping     Fine Manipulation     Pushing & Pulling     Finger Dexterity     Foot Movement

### This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 120kgs

## F. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register. |

### EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers. |

## G. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

### Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### Equipment Operated

1. Computer, motor vehicle, camera equipment |

## H. RESPONSIBILITIES:

### Corporate Responsibilities

### Code of Conduct

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;

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- a. Integrity and Impartiality
- b. Promoting the Public Good
- c. Commitment to the system of government
- d. Accountability and transparency

## Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

## Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## I. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Isaac Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

## J. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		