



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Trainee Municipal Worker – Sealed Roads (Cert III in Civil Construction)
Workgroup	Roads & Stormwater
Reports to	Works Supervisor – Sealed Roads
Classification	National Training Wage, Local Government - Operational Works
Employee Status	Full-Time, 76hrs, 9-day fortnight
Location	Depot

Primary Position Purpose

The **Trainee Municipal Worker – Sealed Roads** will develop skills in the Sealed Roads area whilst completing a Certificate III in Civil Construction.

The trainee will be undertaking job training in the following areas:

- Bituminous surfacing, road construction and maintenance, road marking, and general civil construction.
- Plant operation and safety.
- WHS requirements and protocols.
- Basic depot work operations.

Skill Based Classification Descriptors

The following skill descriptors apply to this level.

Authority & Accountability	Completion of generic and basic tasks involving the utilisation of basic skills under established practices and procedures. Individual or team work is closely monitored under direct supervision.
Judgment & Problem Solving	Judgment is minimal and work activities include routine and clearly defined work which is coordinated by other employees. The tasks to be performed may involve the use of a basic range of tools, techniques and methods within a limited range of work.
Specialist Skills & Knowledge	Job specific knowledge and skill are obtained through on-the-job training and workplace-based induction training.
Management Skills	Not required at this level.
Interpersonal Skills	Limited to basic communications with other staff and possibly with the public.
Qualifications & Experience	An employee in this level will have commenced on-the-job training, which may include an induction course.

Key Responsibilities

- A willingness and ability to study for a Certificate III in Civil Construction.
- Undertake on and off the job training relating to the following tasks, conducted under supervision and with direct instruction:
 - Conduct road maintenance operations
 - Respond to site-based spills
 - Hand spread asphalt
 - Safely handle bituminous materials
 - Manually conduct pavement sweeping operations
 - Conduct patching operations
 - Repair potholes
 - Work as a safety observer/spotter
 - Trim and cut felled trees
 - Position and set up a variable message sign
 - Position and set up portable traffic signals
 - Install signs
 - Use communication systems
 - Lay pavers
 - Maintain sealed roads
 - Conduct earthworks with shovel
 - Assist with road pavement construction, under direction
 - Assist with road construction
 - Escort mobile works
 - Install and maintain roadside fixtures
 - Handle and store road marking materials
 - Assist with compacting asphalt with rollers
 - Assist with bitumen sprayer operations
 - Set out signs

Obtain Standard Licences, Certificates, and/or Tickets:

- White Card
- Chainsaw
- Medium Rigid
- Traffic Management

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences

Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Depot	Work closely with depot team to monitor & maintain Public Facilities
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.

Resources and Budgets

Direct Reports	NIL	Financial Delegation & Reporting	NIL
Indirect Reports	NIL	Statutory Appointments	NIL
Total	NIL	Delegations	NIL

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

- A demonstrated interest in Civil Construction.
- A willingness to learn and follow directions and instructions from a supervisor and other employees.
- A commitment to study for a Certificate III in Civil Construction – on the job and off the job training.
- An understanding of the importance of complying with all Work, Health and Safety requirements.
- A current manual motor vehicle licence or working towards the attainment of one.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Manager signature

Date

Employee name

Employee signature

Date

GM Name

GM Signature

Date