



SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Civil Construction Assistant Full-time, fixed term for 2 years
Classification:	Traineeship
Position Number:	
Business Unit:	Works
Reports to:	Team Leader Works

Position Summary:

The Civil Construction assistant is required to assist Council's construction and maintenance functions in relation to road assets, concrete assets, parks and gardens, Hamilton Livestock Exchange, Landfill and drainage works within the Operational Services team.

As part of the role, Certificate III in Civil Construction is required to be completed.

Our Vision & Values

That Southern Grampians Shire will be recognised as a well-connected, dynamic Regional Centre supporting a vibrant, healthy and inclusive community.

Innovative – We will be open to new ideas will welcome creativity and embrace change

Respectful – We will be caring, accept differences and value diversity

Collaborative – Together we will work smarter to achieve agreed common goals

Trusting – We will be open, honest and brave

Empowering – We will delegate opportunities, and develop and inspire success.

Key Responsibilities

- Maintain parks and gardens to a satisfactory standard, all areas as directed, including Council facilities;
- Operate plant in a safe manner to achieve specified standards as directed;

- Participate in the maintenance and construction of road assets, concrete assets and drainage works;
- Undertake the operation of various plant and equipment;
- Assist in implementing correct Traffic management techniques appropriate to the works being undertaken with as little disruption to motorists as possible;
- Operate lifting equipment correctly;
- Assist with the laying of culvert pipes to specifications;
- Assist with the laying of kerb and channelling and associated street drainage requirements;
- Assist in formwork and concrete construction including various finishing's;
- Assist with basic carpentry duties;
- Assist in establishing various forms of guardrail protection to roadsides and bridges as directed;
- Be responsible for effective and safe housekeeping affecting the immediate work area.

Key Accountability and outcomes

- Report any hazardous situations to the Inspections & Maintenance Supervisor and/or Concrete Works Supervisor.
- To observe all policies and procedures of Council.

Accountability & Extent of Authority

- Commit to and adhere with Councils Child Safe Requirements;
- Responsible for the safe and efficient use of plant and equipment;
- Works individually or as part of a team under routine supervision;
- Efficient time management

Judgement and Decision Making

Guidance and support are always available.

Specialist Skills and Knowledge

- Experience or ability to undertake manual tasks in a safety conscious manner;
- Ability to learn new tasks and acquire new skills.

Management Skills

- Ability to accurately complete basic administration eg: timesheets;
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents

Interpersonal Skills

Demonstrated numeracy, written and verbal communication skills sufficient to undertake the assessment for your training and administrative duties necessary for the role, including, but not limited to, read safety instructions, plans, complete pre-start plant checks and to effectively communicate with the public and team members.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;

- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

Qualifications and Experience

- A current Victorian motor licence;
- A Level 2 First Aid certificate is required, or can be obtained through employment.

Relevant Physical Responsibilities

Location of work: This position will work in the following locations:

Environment	Nil	Light	Average	Constantly
Indoor (office/ workshop)		X		
Outside				X

Physical Activities: The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing			X	
Sitting			X	
Bending			X	
Walking			X	
Repetitive hand work			X	
Heavy lifting (<15kg)			X	

Plant and Equipment: This role involves working with or near plant and equipment:

Hazard/Activity	Nil	Light	Average	Constantly
Rotating parts			X	
Noisy environment			X	
In proximity to moving plant			X	
Strobe or similar lights		X		
Operating plant controls			X	
Driving plant or vehicles			X	

Machinery vibration			X	
Ability to distinguish between colours			X	
Using hand held tools			X	
Working with irritants, chemicals, fumes and/or dust			X	
Working in hot surroundings			X	

Other activities: This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone		X		
Direct contact with people			X	
Working at heights			X	
Working with animals/wildlife		X		

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Signature _____ Date: _____

SGSC: _____

Date: _____