



POSITION DESCRIPTION

APPRENTICE – CIVIL CONSTRUCTION

PRIMARY PURPOSE OF THE POSITION

To undertake a structured apprenticeship program in civil construction, gaining hands-on experience and completing a nationally recognised qualification – Certificate III in Civil Construction. The role supports the maintenance and construction of Council's civil assets including roads, stormwater infrastructure, footpaths, kerbs, bridges, and drainage systems.

REPORTING RELATIONSHIPS

This role reports to the Overseer

CONDITIONS OF EMPLOYMENT

The position is temporary full-time 3-year apprenticeship and subject to the current Local Government (State) Award.

The position is classified in council's salary system as T1-T10

POLICIES AND PROCEDURES

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures.

HOURS OF WORK - 38 hrs/week

Monday to Friday – 9-day fortnight with a rostered day off on an agreed day.

Working Hours are 6:54am – 4:00pm with a 30-minute unpaid meal break.

KEY ACCOUNTABILITIES

Within the areas of responsibilities, this role is required to:

Civil Works & Maintenance

- Assist in the construction and maintenance of roads, footpaths, cycleways, kerb and guttering, drainage and bridge structures.
- Perform labouring tasks such as pothole repairs, excavation, concreting, and pipe installation.
- Operate small plant and equipment safely under supervision.
- Participate in traffic control and site preparation activities.

Training and Development

- Attend and complete all training requirements with the Registered Training Organisation (RTO).
- Engage in workplace learning, mentoring and feedback sessions.
- Participate in training as provided by Council.

Safety and Compliance

- Follow all WHS procedures and use appropriate PPE.
- Conduct hazard identification and risk assessments.
- Report incidents, near misses and participate in safety investigations.

Teamwork and collaboration

- Work collaboratively with team members and supervisors.
- Provide courteous service to internal and external stakeholders.
- Represent Council positively in the community.

SELECTION CRITERIA

Essential Requirements

- Completion of Year 10 or equivalent.
- Willingness to complete Certificate III in Civil Construction.
- Good communication skills and ability to follow instructions. .
- Physically fit and capable of manual labour in outdoor conditions.
- A current NSW Driver Licence (or working towards one).
- White card – Work safely in the Construction Industry.

Desirable Requirements

- Demonstrated interest in civil construction or related outdoor/manual work
- Digital literacy (e.g. use of tablets, mobile apps)

Capabilities for the Role

Are set out in the attachment and based on the Local Government NSW Capability Framework (available at: <https://capability.lgnsw.org.au/>). The LGNSW Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government.

Camera Surveillance and GPS Tracking

Camera surveillance has been installed in and on Council owned buildings and in some public spaces within the Council area. GPS tracking has been, or may be, installed in Council owned plant. Camera surveillance and GPS tracking is continuous and ongoing.



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Employee Name & Signature

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Date