

## Position Description

<b>POSITION TITLE:</b>	Trades Assistant
<b>DEPARTMENT:</b>	Engineering Services
<b>SECTION:</b>	Infrastructure Services
<b>CLASSIFICATION:</b>	Band 1 Level 3 Grade 4
<b>REPORTS TO:</b>	Site Leader
<b>DATE OF LAST REVIEW:</b>	18 April 2024

### PURPOSE OF THE POSITION

To assist Council's tradespeople, leading hands and site leaders proficiency in multiple civil construction tasks, including but not limited to the application of formwork, steel reinforcement, concreting, erection of minor structures and to carry out activities associated with manual work, traffic control, use of hand tools and minor plant.

### SELECTION CRITERIA

#### Essential

1. Certificate II in construction-related field or equivalent experience
2. WHS Construction Induction Certificate
3. Class MR drivers licence
4. Physically fit and able to perform manual duties
5. Awareness of traffic control at worksites
6. Experience in use of hand tools
7. Ability to work productively in a team environment and foster good relationships with team members, other staff and external clients/stakeholders

#### Desirable

8. Class HR drivers licence
9. Current first aid certificate
10. Ability to operate various heavy plant and minor items
11. Knowledge of road and bridge construction and maintenance techniques
12. Experience in concreting/form working
13. Accreditation in chainsaw operations
14. Concreting experience
15. EWP/Working at heights experience
16. Truck mounted crane operation

## KEY RESPONSIBILITIES

- Assist with traffic control if required
- Use hand equipment and tools including but not limited to shovels, crow bars, brooms, axes and hammers
- Use small items of motorised equipment including but not limited to concrete mixers, vibrating compactors, chainsaws, jack hammer, truck mounted cranes, EWPs
- Erect guardrails, guide posts, sign posts, signs and fencing
- Erect fencing
- Paint items such as street furniture, guide posts and handrails
- Lay stormwater pipes
- Erect and carry out minor repairs to structures (seats, picnic tables, fences etc)
- Carry out manual excavation
- Assist with work on bridges
- Undertake placement of stone rip-rap and siltation traps
- Assist tradespeople
- Clean drains
- Construct formwork and install steel reinforcing
- Assist with concreting activities and undertake concrete repair works
- Clean vehicles as required
- Keep records of work carried out
- Record all daily works in a diary
- Complete daily timesheet and plant sheet
- Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the Depot Coordinator. Decontaminate the outside of the vehicle each day and in the cabin weekly.

## OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> <li>• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm</li> <li>• Participate in development of safe work methods and risk assessments with your supervisor when required;</li> <li>• Actively participate in WHS inductions and training when required;</li> <li>• Wear personal protective equipment (PPE) in the prescribed manner and when specified;</li> <li>• Participate in workplace inspections if required;</li> <li>• Take care of any plant or equipment of any kind, including computer and other telecommunication devices;</li> <li>• Participate in emergency preparedness training, including any required knowledge for business continuity plans</li> <li>• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).</li> <li>• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.</li> <li>• Report all injuries/illnesses to the General Manager (or delegate) immediately;</li> <li>• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.</li> <li>• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).</li> </ul>
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.

Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

#### OUTPUT MEASURES

- Finished work conforms to industry standards
- Quality of work completed is satisfactory
- Bridges are properly maintained
- Well maintained tools and equipment

#### COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

<b>Professionalism</b>	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
<b>Accountability</b>	Take responsibility for own actions, act in line with legislation and policy and be open and honest
<b>Community Focus</b>	Commit to delivering customer and community focused services in line with strategic objectives
<b>Teamwork</b>	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
<b>Safety</b>	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
<b>Value for money</b>	Achieve results through efficient use of resources and a commitment to quality outcomes

#### ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: