

Position Description

Apprentice – Bridge Carpenter

Name of appointed officer: Vacant
Date of appointment:
Date of last review of position description: April 2023

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Applicants must be eligible for a Government funded Apprenticeship.

Assessed entry level of position within salary system:	Operational Band T2 – T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary - Apprenticeship
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Work & Civil
Section/Unit:	Civil Service
Team:	N/A
Work base:	Koolkhan Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Bridge Engineer
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Not applicable
Internal contacts:	All staff within Council but primarily within the Civil Services Section
External contacts:	General public, contractors

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

To participate as a productive member of the team, following instructions given by the delegated supervisor and undertake assigned work tasks and activities within the workplace and training program.

Complete a qualification in Certificate III in Formwork/Falsework while working in a full-time capacity.

To assist the bridges team to deliver all areas of bridge inspections, maintenance and construction, including handling, shaping and placing of timber elements for bridge maintenance purposes and the construction of formwork and falsework, as well as specialised work on steel and concrete bridges, and other civil structures to support Council's operations both in the field and in the depot.

Major duties and responsibilities

Undertake all allocated work to complete the on the job training supplied by Council.

Adhere to all Work Health and Safety requirements, and to other Council policies and procedures to ensure compliance and safety at work.

Demonstrate responsible conduct and a positive manner in the work environment to ensure that the organisation is correctly and favourably presented.

Undertake work in environments including heights, confined spaces and around heavy traffic.

Competently and safely use powered tools, hand tools and other equipment to complete bridge carpentry.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Literacy and numeracy skills and demonstrated ability to complete standard forms

Completed Year 10 or hold a Record of School Achievement (RoSA) or equivalent

Position related skills

Demonstrated information technology skills including general literacy in email and internet programs and basic proficiency in Microsoft Word

Ability to apply attention to detail and accuracy in work undertaken

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Ability to work within a team environment

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Current Drivers licence

Experience

Previous experience, knowledge or interest in construction carpentry work

Tablet Systems training

Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing, frequent bending

Frequent driving between job sites

Manual handling (including heavy lifting with assistance) and general labouring duties

Access and egress to plant and equipment

Other features of this position may include

Asbestos protection - For the purpose of hazardous waste disposal, the position will require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee