

Position Description

Apprentice Fitter

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 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 T4 – 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:	Works & Civil
Section/Unit:	Water Cycle
Team:	Workshop Townsend or Rushforth Road
Work base:	Rushforth Road Works Depot or Townsend 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:	Supervisor Mechanical Electrical
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Not applicable
Internal contacts:	Primarily within the relevant section
External contacts:	Contractors, Tradespersons, General public

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 and undertake assigned work tasks and activities within the workplace and training program

To assist the Mechanical/Electrical team to deliver high quality mechanical maintenance and repairs to Council's Water Cycle Section.

To complete an appropriate course of study (eligibility for a Government funded apprenticeship is required). The approved course of study is as follows:

- Certificate III in Engineering – Mechanical Trade

Major duties and responsibilities

Undertake and advise on repairs, both in the workshop and in the field

Assist in minor welding and fitting and machine activities

Maintain a clean and safe workshop

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

Experience

Previous experience, knowledge or interest in the field of Mechanical Trade - Fitter

Position related skills

Basic level of computer literacy (i.e. keyboard and computer skills)

Ability to follow instructions

Ability to apply attention to detail and accuracy in work undertaken

Personal qualities

Demonstrated ability to meet goals and deadlines

Ability to work within a team environment

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

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

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

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

Other features of this position may include

Not applicable

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