



POSITION DESCRIPTION

Civil Construction Trainee

Incumbent:	VACANT
Department:	Infrastructure
Reports to:	Capital & Civil Works Coordinator
Employment Status:	Full Time (fixed-term 12 months)
Award Classification:	Band 2
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The Civil Construction Trainee contributes to the delivery, maintenance and renewal of Council's civil infrastructure assets while undertaking structured training and practical workplace experience in civil construction and infrastructure maintenance.

Working under supervision, the position assists with road, drainage, concreting and associated infrastructure works while developing the knowledge, skills and experience required to perform duties safely, effectively and in accordance with industry standards and Council requirements.

Key Responsibilities

- Show a commitment to workplace training, learning and development.
- Keep on track with course work, assessments and qualification requirements.
- Attend scheduled training sessions, classes and workplace learning activities.
- Assist with the construction, maintenance and repair of roads, drainage, concrete and associated infrastructure assets.
- Undertake labouring and operational duties as directed to support Council's infrastructure works programs.
- Learn the safe use, operation and care of plant, equipment, tools and vehicles relevant to the role.
- Assist with routine inspections, maintenance activities and worksite set-up as required.
- Work collaboratively with supervisors and team members to support the delivery of infrastructure services.
- Participate in and support a culture of safety, teamwork and continuous improvement.
- Use Council's asset and works management systems, including Confirm, to record completed works, report defects, update asset information and support the effective delivery of Council services.
- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Complete allocated tasks under close supervision, either individually or as part of a team.
- Work within established procedures, safe work practices and supervisor direction.
- Take responsibility for the quality of own work, attendance, training commitments and workplace behaviour.



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Judgement & Decision Making

- Work is routine and clearly defined, with tasks undertaken in accordance with established procedures and instructions.
- Apply developing skills and knowledge to complete allocated duties safely and effectively.
- Recognise hazards, operational issues and situations requiring assistance, and seek guidance from the relevant supervisor.

Specialist Knowledge & Skills

- Willingness to learn about civil construction and infrastructure maintenance practices.
- Ability to undertake manual outdoor work and use hand tools and equipment safely.
- Developing knowledge of workplace safety requirements and safe work practices.
- Ability to follow instructions, procedures and supervisor direction.
- Basic ability to use technology and systems relevant to the position.

Interpersonal Skills

- Ability to communicate effectively and respectfully with supervisors, team members, contractors and members of the public.
- Ability to work cooperatively within a team environment.
- Willingness to learn, accept feedback and contribute positively to the workplace.

Qualifications & Experience

- No previous experience is required, however experience in construction, labouring, farming, maintenance or other practical work environments would be advantageous.
- Willingness to undertake and successfully complete a Certificate III in Civil Construction as part of the traineeship.
- Current Victorian Driver Licence.
- Ability to undertake physical outdoor work in varying weather conditions.
- Demonstrated commitment to workplace safety, learning and personal development.

Key Selection Criteria

1. Why do you want this traineeship?
2. How do you approach working safely and following instructions in a workplace or team environment?
3. What do you hope to learn from this traineeship?
4. Tell us about something you're proud of doing (e.g., volunteering, improving your grades, winning a grand final etc.)