

Role Description



Position Title Trainee Civil Construction

Position Number BSD032

Purpose of Role

Engage in a work based training program and undertake work activities associated with general labouring duties in a safety focused environment, to deliver effective, consistent and cost efficient services to achieve required outcomes for the Moreton Bay Regional Council and its community.

Specific Responsibilities

- Undertake general labouring duties on construction and maintenance projects.
- Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, council's safety policy and procedures.
- Ensure compliance with all legislation, approved standards, policies and procedures relating to the team's practices and processes.
- Maintain good working relations and deal cooperatively with members of the public and team members.

Work Experiences and Skills - essential

- Ability to undertake a number of civil construction or maintenance tasks with minimal supervision.
- Sound people and relationship skills with demonstrated ability to work in a team environment.
- Demonstrated numeracy, written and verbal communication skills sufficient to undertake the assessment for your Apprenticeship and administrative duties necessary for the role, read safety instructions, plans, and to effectively communicate with the public and team members.
- Sound experience or ability to undertake manual tasks in a safe conscious manner.
- Ability to learn new tasks and acquire new skills.

Academic, Trade Qualifications and other Licences - essential

- Current C class driver's licence.
- Current Construction Induction Card competency that has been used within the past 2 years.
- Aptitude and ability to enrol in and complete a Certificate III in Civil Construction

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none"> ▪ We listen to people ▪ We treat people fairly and consistently ▪ We embrace diversity and opinions ▪ We treat others as we wish to be treated 	<ul style="list-style-type: none"> ▪ We seek to understand the needs of those we serve ▪ We strive to exceed expectations ▪ We communicate clearly ▪ We take a positive approach ▪ We are proud to serve our community 	<ul style="list-style-type: none"> ▪ We are ethical and honest ▪ We take responsibility for our actions ▪ We act within statute and law ▪ We take pride in the manner in which we perform our duties 	<ul style="list-style-type: none"> ▪ We promote a friendly, supportive work environment ▪ We inspire and encourage innovation ▪ We develop and maintain relationships ▪ We work collectively to achieve common goals ▪ We work collaboratively with our community and external partners 	<ul style="list-style-type: none"> ▪ We focus on the future ▪ We respect the environment ▪ We demonstrate leadership by example