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# **Position Description**

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| **Position Title** | Infrastructure & Admin Trainee |
| **Directorate** | Sustainable Development and Infrastructure |
| **Level** |  Level 1 |
| **Reports to** |  Coordinator Operations |
| **Directly responsible for**  |  N/A |
| **Primary Location** |  Margaret River Works Depot |
| **Delegation** |  N/A |
| **Position No. & version** |  PAR05 |

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| **Position Overview** |

* Provides a training and community development experience for a period of one year as a pathway to further employment or vocational training.
* To provide support to the Parks and Gardens team by undertaking daily work in a wide range of Horticultural activities.
* To provide support to the maintenance team by undertaking daily work in a wide range of infrastructure maintenance activities.
* To provide administration duties, assisting various work teams at the Margaret River Depot.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| Customer Service & Administration | * As directed by your reporting officer, assist in investigating and responding to customer service queries.
* Provide confidential and administrative support to the manager of works, Coordinators, Supervisor and works staff.
* Fill out daily timesheets by 7:00am next morning
* Assist with plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes.
* Participates in team meetings.
* Assists other work teams as required and as directed by reporting officer.
* Assist with the management and record keeping for the shire’s fleet.
* Assist with project management documentation, technical support & project completion.
 | 10% |
|  Maintenance | * Assist to install and repair street, directional and information signage and guideposts
* Undertake general cleaning of rural and urban drains and culverts
* Assist in storm damage clean up and annual tree pruning program
* Erect and remove traffic management signage and undertake traffic control
* Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required
* General maintenance activities such as painting, high pressure cleaning, & minor carpentry work.
 | 40% |
| Human Resources & OSH | * Contributes towards the success of OSH initiatives within the workplace
* Conducts on-the job risk assessments
* Identify and report hazards and faults to the Leading Hands and/ or Operations Coordinator.
* Follow safe work practices
* Partake in the development and implementation of work health and safety procedures.
 | 10% |
| Parks and Reserves | * Assist in turf maintenance of developed and undeveloped areas
* Undertake garden maintenance of developed areas
* Assist in the installation, maintenance and replacement of reticulation, including controllers
* Assist with application of pesticides, herbicides and fertilizers
* Assist in the propagation and establishment of native and exotic plants in the Shire nursery
* Undertake housekeeping duties at Parks and Gardens designated Depot/shed area
* Assist with tree pruning/street tree maintenance
* Undertake operations as directed using tractor/slasher, ride on lawn mowers and other minor plant.
* Undertake development works identified within Councils Parks & gardens Capital Works Program
* Assist in all aspects of managing the Shires reserves and natural areas.
* Assist in weed control, plant identification, rehabilitation, flora mapping and sediment control.
 | 40% |

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| **Position Requirements** |

**Essential**

* Reside within the Shire of Augusta Margaret River.
* Between 17 – 20 years of age.
* Demonstrated ability to operate small machinery and hand tools.
* Demonstrated interest in horticulture, turf maintenance, tree pruning and landscaping.
* Demonstrated interest in infrastructure maintenance, painting, minor carpentry works and minor civil works.
* Demonstrated ability to successfully work within a team and promote a positive team environment.
* Good communication and interpersonal skills both written and verbal.
* Basic oral and written literacy and numeracy skills to provide information to other employees, and higher-level staff.
* Licence- “C” Class WA Drivers Licence or Learners Permit with progression towards attaining.
* Demonstrated physical ability and fitness to complete manual work tasks.
* Have the ability to work under routine (general) supervision and to follow instructions.
* A willingness to undertake associated training, in a wide range of fields including – Traffic control, Project management, OH&S, First Aid, Chemical Awareness and Chainsaw Operation.

**Desirable**

* An understanding of safe operation of mechanical plant and power tools.
* Basic experience in small plant operation.
* Current construction white card.
* Completion of Worksite Traffic Management and/ or Traffic Control qualifications.
* First Aid certificate (Basic or Advanced)

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| **Key Relationships** |
| **Internal**  | **External** |
| Works CoordinatorSupervisorLeading Hands.Operations staff | Service AuthoritiesGeneral Public and Community Groups Contractors |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |