

# Position Description

Position Title	
Position Number	T_APP_CW
Directorate	Infrastructure
Division	Operations
Reports to	Civil Works Coordinator
Grade	HILL38 – Trainee Band (Award)
Date Reviewed	April 2026

## Primary Purpose

The Civil Works Apprentice is responsible for carrying-out plant operation and labouring duties as part of a team, ensuring productivity and quality results are achieved in day-to-day infrastructure construction and maintenance projects. During the apprenticeship, the incumbent also undertakes the qualification of Certificate III in Civil Construction (Plant Operations).

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council’s vision as *“In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage”*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Complete training modules and courses in accordance with the training program.
- Under direction, carry-out civil works utilising various mobile plant and machinery such as excavators, watercarts, rollers and tippers in construction and maintenance of Council’s civil infrastructure.
- Operate all machinery and plant in an efficient and safe manner, and undertake daily machinery checks, arrange for repairs as required and conduct minor maintenance on machinery.
- Accurately complete all documentation associated with plant and equipment operation.



- Carry-out a variety of labouring duties associated with civil construction, such as traffic control and manual labouring, such as sign & guidepost installation, shovelling, carrying signs and using power tools, in a competent and safe manner.
- Participate in on-call & overtime duties as applicable & where required.
- Undertake Open Spaces operations as required by the operational needs of Council.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

### Essential Criteria

1. Significant progress towards Higher School Certificate or equivalent.
2. Desire to learn and perform a wide range of varied plant operation activities and maintenance.
3. Good physical fitness and demonstrated ability to work effectively both independently and as a member of a team in a heavy labouring environment.
4. Construction Induction Certificate (White Card) & current Class C Drivers Licence (Provisional Licence acceptable).

### Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Current Class MR/HR/HC Drivers Licence.
3. Certificates or competency in light/heavy plant operation such as excavators, graders, backhoes, front-end loaders, etc.
4. SafeWork NSW 'Traffic Controller' or equivalent recognised in NSW.

### Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans. All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

## Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: