Position Description

POSITION TITLE:	**Trades Assistant**
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 1 Level 3 Grade 4
REPORTS TO:	Site Leader
DATE OF LAST REVIEW:	4 November 2026

PURPOSE OF THE POSITION
To assist Council's tradespeople, leading hands and site leaders proficiency in multiple civil construction tasks, including but not limited to the application of formwork, steel reinforcement, concreting, erection of minor structures and to carry out activities associated with manual work, traffic control, use of hand tools and minor plant.

SELECTION CRITERIA
Essential
1. Certificate II in construction-related field or equivalent experience 2. Basic literacy and numeracy skills 3. WHS Construction Induction Certificate 4. Class MR drivers licence 5. Physically fit and able to perform manual duties 6. Awareness of traffic control at worksites 7. Experience in use of hand tools 8. Demonstrated ability to use a tablet or phone to document work tasks 9. Ability to work productively in a team environment and foster good relationships with team members, other staff and external clients/stakeholders 10. Experience assisting with laser level setup and transferring heights for construction works.
Desirable
11. Class HR drivers licence 12. Traffic Guidance accreditations 13. Safe work near overhead power lines 14. Current first aid certificate 15. Ability to operate various heavy plant and minor items 16. Ability to safely operate or assist with the operation of tip trucks under direction. 17. Knowledge of road and bridge construction and maintenance techniques 18. Experience in concreting/form working 19. Accreditation in chainsaw operations 20. Concreting experience 21. EWP/Working at heights experience 22. Truck mounted crane operation

KEY RESPONSIBILITIES
• Assist with the construction and maintenance of Council infrastructure, including roads, bridges, boardwalks, jetties, public spaces, and other structures. • Assist with traffic control if required ensuring correct signage is in place in accordance with appropriate traffic control plans whilst conducting works • Assist with traffic control if required • Use hand equipment and tools including but not limited to shovels, crow bars, brooms, axes and hammers • Use small items of motorised equipment including but not limited to concrete mixers, vibrating compactors, chainsaws, jack hammer, truck mounted cranes, EWPs • Erect guardrails, guide posts, sign posts, signs and fencing • Erect fencing • Erect sediment control • Painting items such as street furniture, guide posts and handrails • Lay stormwater pipes • Erect and carry out minor repairs to structures (seats, picnic tables, fences etc) • Carry out manual excavation • Assist with work on bridges • Undertake placement of stone rip-rap and siltation traps • Assist tradespeople • Assist with carrying out repairs in accordance with industry standards • Ensure that a first aid kit for any allocated vehicle or machinery is appropriately stocked • Clean drains • Construct formwork and install steel reinforcing • Assist with concreting activities and undertaking concrete repair works • Clean vehicles as required • Keep records of work carried out • Record all daily work in a diary • Complete daily timesheet and plant sheet • Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the Depot Coordinator. Decontaminate the outside of the vehicle each day and in the cabin weekly.

OTHER KEY CORPORATE RESPONSIBILITIES	
Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed

Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES
• Finished work conforms to industry standards • Quality of work completed is satisfactory • Bridges are properly maintained • Well maintained tools and equipment • Compliance with Council's policies, procedures and codes • Profile/recognition of Council within the general community

COUNCIL VALUES **Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:**	
Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE	
I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.	
Signature:	Date: