# 

# **Position Description**

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

|  |
| --- |
| **Position Overview** |

* + - To assist the works and infrastructure administration teams.
    - Provide administration duties, assisting Manager Works and Coordinators at the Depot.
    - To contribute to the ongoing engineering design procurement, review and implementation at the Shire.
    - To assist the technical services, workshop and construction team with their duties, including file management, quality assurance, inspection reports and maintenance reports.
    - Database maintenance – using synergy, asset management systems, and Altus.
    - Contribute to the preparation of project documentation, tender documents and council reports.
    - Assist with the Project management of minor projects, including the coordination of contractors and employees to oversee quality of works are completed within budgets and timeframes.

|  |
| --- |
| **Position Responsibilities** |

|  |  |  |
| --- | --- | --- |
| Key functions | Specific duties | % Time |
| Administration | * Provide confidential and administrative support to Manager Works, Coordinators and Works staff. * Assist with development, review and implementation of administrative systems, Shire policies and procedures within Infrastructure Services (Works). * Coordinate meetings, agendas and minutes. * Assist with the response to customer service requests to resolve issues providing information regarding policies, procedures and standards. * Assist with the management and record keeping for the shire’s fleet. * Assist with the management of the depots stores including stocktake and ordering. | 45% |
| Infrastructure and Works | * Undertake infrastructure asset condition assessments. * Undertake the review of engineering design and participate in design development of road and drainage infrastructure. * Assist with the investigation of works requests and infrastructure repair. * Monitor the quality of work to ensure best practices and standards are adhered to. | 20% |
| Project Management | * Help to prepare project/program management documentation, including provision of materials for projects, project completion documentation, asset handover, ASCON validation; technical support, and coordination of work of Shire staff or contractors. * Provide assistance to the Project Officers and Engineers in their communications to stakeholders on all infrastructure asset matters including project/condition updates, problem solving and approval requests. * Assist with work scheduling and fleet management. * Assist with internal and external community engagement for renewal and upgrade projects, as required. * Conduct pre-start and toolbox meetings for projects, including online and on-site inductions contractors and compliance suitability checks. | 20% |
| Human Resources/OHS | * Assist with investigation, completion and submission of accident incident reports, including implementation of any outcome actions into procedures and processes. * Review and submit timesheets to payroll. * Partake in training for depot employees and contractors on SDS and work health and safety procedures and processes, including inductions on site, job safety analysis, safety plans etc. | 10% |
| Finance and Procurement | * Assist with the financial estimates for works including monitoring and reporting of the financial activities of these projects. * Liaise with Finance regarding creditor and account management. | 5% |

|  |
| --- |
| **Position Requirements** |

**Essential**

* Reside within the Shire of Augusta Margaret River.
* Progression towards successful completion of Year 12.
* Good written and verbal communication skills.
* Basic understanding of Microsoft Office and its core applications (Outlook, Word, Excel).
* Current ‘C’ or ‘CA’ class drivers’ licence or significant progression towards.
* Demonstrated ability to successfully work within a team and promote a positive team environment.
* Basic numeracy skills to provide information and advice to other employees and higher-level staff.
* Have the ability to work under routine (general) supervision and to follow instructions.
* A willingness to undertake associated training, in particular Certificate III or Certificate IV Business Administration.

**Desirable**

* Experience in technical drawing or STEM study.
* Experience in CAD or Civil 3D software.
* Construction White Card.
* An understanding of the importance of safety in the workplace.
* Knowledge of Council’s functions.

|  |  |
| --- | --- |
| **Key Relationships** | |
| **Internal** | **External** |
| Works admin staff  Works Coordinator.  Leading Hands.  Operations staff. | General Public  Community members and groups Contractors and material suppliers |

|  |
| --- |
| **The Way We Do Things** |

Respect Integrity Community Excellence

A logo of handshake in a blue circle

Description automatically generated A white line art of a badge with a star

Description automatically generated A logo of people in a circle

Description automatically generated A blue circle with two people in the middle

Description automatically generated

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