



## Position Description

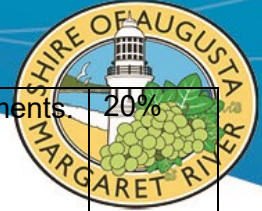
<b>Position Title</b>	Works Admin Trainee
<b>Directorate</b>	Sustainable Development and Infrastructure
<b>Level</b>	Level 1
<b>Reports to</b>	Coordinator Technical Services
<b>Directly responsible for</b>	N/A
<b>Primary Location</b>	Margaret River Works Depot
<b>Delegation</b>	N/A
<b>Position No. &amp; version</b>	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	<ul style="list-style-type: none"> <li>• Provide confidential and administrative support to Manager Works, Coordinators and Works staff.</li> <li>• Assist with development, review and implementation of administrative systems, Shire policies and procedures within Infrastructure Services (Works).</li> <li>• Coordinate meetings, agendas and minutes.</li> <li>• Assist with the response to customer service requests to resolve issues providing information regarding policies, procedures and standards.</li> <li>• Assist with the management and record keeping for the shire's fleet.</li> <li>• Assist with the management of the depots stores including stocktake and ordering.</li> </ul>	45%



Infrastructure and Works	<ul style="list-style-type: none"> <li>• Undertake infrastructure asset condition assessments</li> <li>• Undertake the review of engineering design and participate in design development of road and drainage infrastructure.</li> <li>• Assist with the investigation of works requests and infrastructure repair.</li> <li>• Monitor the quality of work to ensure best practices and standards are adhered to.</li> </ul>	20%
Project Management	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Assist with work scheduling and fleet management.</li> <li>• Assist with internal and external community engagement for renewal and upgrade projects, as required.</li> <li>• Conduct pre-start and toolbox meetings for projects, including online and on-site inductions contractors and compliance suitability checks.</li> </ul>	20%
Human Resources/OHS	<ul style="list-style-type: none"> <li>• Assist with investigation, completion and submission of accident incident reports, including implementation of any outcome actions into procedures and processes.</li> <li>• Review and submit timesheets to payroll.</li> <li>• 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.</li> </ul>	10%
Finance and Procurement	<ul style="list-style-type: none"> <li>• Assist with the financial estimates for works including monitoring and reporting of the financial activities of these projects.</li> <li>• Liaise with Finance regarding creditor and account management.</li> </ul>	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



Acknowledgement		
Reporting Officer Name	Signature	Date
Name	Signature	Date