

POSITION DESCRIPTION

Apprentice Engineer (POS 2778 and 2779)

Directorate: Operations

Department: Circular Economy

Position Grade: T1-10

Reports to: Coordinator Circular Economy

Last review: October 2025

Next review: October 2027

Version No.: 1.0

Position purpose:

In this temporary full-time up to four-year role, you will complete study in the MEM31119 Certificate III in Engineering – Composites Trade whilst contributing to and developing practical skills in the Circular Economy operations.

Key accountabilities/responsibilities:

Responsible for:

- 1) Enrolling in and successful completion of all mandatory training and other required evaluations to complete the MEM31119 Certificate III in Engineering – Composites Trade. Progress through the Apprenticeship milestones in a timely manner.
- 2) Assist Council's Circular Economy operations teams with the following:
 - Green Ceramics production
 - Operation of relevant plant and equipment
 - Mattress shredding
 - Warehouse operations
 - Mechanical workshop activities
 - Hot works, cold works and metal works
 - Making safe damaged infrastructure and surfaces
 - Repair of Council warehouse machinery and equipment if trained to do so.
- 3) Comply with the Work Health and Safety Act and all Council procedures.
- 4) Participate in all mandatory Council training, evaluations, and workplace learning activities.
- 5) Build and maintain effective working relationships with colleagues and internal stakeholders.

Decisions made in the position:

- 1) Completion of allocated tasks and duties in a timely manner
- 2) Always maintaining a professional appearance in the workplace.
- 3) Working professionally and collaboratively as part of a team.
- 4) Delivery of excellent customer service to both internal and external stakeholders

Decisions referred:

- 1) Tasks outside the scope of the position

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Key issues/challenges:

- 1) Completion of training, tasks and documentation within specified timeframes
- 2) Demonstrate ability to take on constructive feedback and improve performance.
- 3) Highly effective teamwork
- 4) Ensuring a safe and non-hazardous working environment for all Council employees and the community

Key working relationships:

- | | |
|---|---|
| <ul style="list-style-type: none">• Team Members and Technician• Coordinator – Circular Economy• Manager Circular Economy | <ul style="list-style-type: none">• Mechanical workshop• Members of the public• Other team members of Council |
|---|---|

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/ Licenses

- Completion of Year 10.
- Willing to enroll and complete apprenticeship in MEM31119 Certificate III in Engineering – Composites Trade.
- Class C driver's license (or Provisional license)

Experience

- a genuine interest in circular economy and hands-on experience or aptitude for practical work in mechanical or workshop settings.

Knowledge and Skills

- Knowledge and /or experience in mechanical workshop/ lab and/or boiler making.
- Ability to set priorities and organise work.
- Demonstrated ability to interact confidently and communicate clearly with people.
- Able to take directions and implement feedback on performance.
- Demonstrated ability to work as part of a team.
- Demonstrated focus on work health and safety.
- Genuine willingness to learn.

DESIRABLE CRITERIA

Qualifications/Licenses/Experience/Knowledge and Skills

- Experience from industry or in lab/academic setting.
- Completion of Year 10.
- Current First Aid Certificate or willing to get one.
- Construction Induction Certification (White Card) or willing to get one.
- Working with children check or willing to get one.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous