

Position Description

School Based Trainee



Position:	School Based Trainee (259)
Division	Boggabilla Works
Band/Grade:	Local Government (State) Award: Trainee Band 1 - 4
Reports to:	Superintendent (Boggabilla Works)
Location:	Boggabilla Depot and surrounds.
Reviewed:	October 2025

POSITION PURPOSE

The School Based Trainee (SBT) based in the Boggabilla Works team supports the delivery of high-quality local infrastructure and maintenance services to the community. This entry-level position combines formal study with practical, on-the-job learning to develop foundational skills in civil construction and outdoor maintenance. The role contributes to the delivery of safe, functional and well-presented community spaces that enhance access, liveability and community pride throughout the Boggabilla community. The SBT position provides hands-on assistance to the crew in completing operational tasks and supports Council's commitment to excellence, safety, teamwork and service to the community.



KEY DUTIES AND RESPONSIBILITIES

1. Actively work towards completing your Certificate II in Civil Construction.
2. Learn and apply safe work practices to keep yourself, your team, and the community safe.
3. Assist the Boggabilla Works crew with a variety of tasks to support the maintenance and improvement of local roads, drainage, parks, and community spaces.
4. Follow instructions from the Superintendent, Ganger and other team members, asking questions when you are unsure.
5. Communicate respectfully and clearly with your team members, including supervisors, operators, and labourers.
6. Maintain accurate records of daily activities, including timesheets and job cards.
7. Help ensure work is carried out efficiently, with minimal disruption to the community.
8. Represent Council positively by showing respect, teamwork, and pride in your work.

**Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the Superintendent.*

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Behaviours and personal attributes:

- Enthusiastic
- Reliable and punctual
- Team oriented
- Safety conscious
- Eager to learn

Key relationships

- Superintendent (Boggabilla Works) and team.
- Internal and external stakeholders including training providers.

SELECTION CRITERIA

Essential Criteria:

1. Enrolled to commence Year 11 studies in a Boggabilla based high school in 2026 with satisfactory academic results that demonstrate the literacy and numeracy skills required to successfully complete the study components of the Certificate II qualification.
2. A genuine interest in construction and local works, with the commitment to complete a Certificate II in Civil Construction and at least 800 hours of on-the-job training.
3. Awareness of the importance of safety in the workplace and willingness to follow safe work practices at all times.
4. Ability to set goals (short term and long term) and follow through, showing persistence and reliability.
5. Ability to work cooperatively and respectfully as part of a team.
6. Good communication skills, including listening, asking questions, and providing respectful customer service when required.

Required tickets, licences and/or qualifications:

1. General Construction Induction Certificate (White Card)
2. Class C/Learners/Provisional Drivers Licence – if under age 16 you must be willing to obtain your Learners once you are eligible.

Pre-employment checks:

1. Pre-employment medical which may include drug and alcohol testing.
2. Verification of immunisation history – including evidence of immunity against Hepatitis A, Hepatitis B, and Tetanus, and maintain currency throughout employment.

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COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Council's Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

S	H	A	R	P
Safe Prioritise the safety of our team members, contractors, community and environment.	Helpful Take the initiative to help. Offer solutions. One team.	Accountable Take ownership. Have the courage to call things out. Keep others accountable.	Respectful Mutual Respect. No time for disrespect.	Productive Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: