

## POSITION DESCRIPTION

<b>Job Title</b>	CAD Trainee	<b>Date:</b>	July 2017
<b>Job Holder</b>	Vacant	<b>Supervisor Name</b>	
<b>Department</b>	Port Planning & Development	<b>Supervisor Title</b>	Port Infrastructure Asset Manager
<b>Location</b>	Yarroon Street	<b>Level of Work</b>	I

### 1. Job Purpose Statement

The Drafting Trainee will complete a structured training and development program that will include undertaking part-time study and gaining on-the-job experience in the work area of Port Planning & Development.

It is expected that during the 1 year traineeship the Drafting Trainee will become proficient and confident in the areas of civil design, drafting, surveying, and technical services to the traineeship level.

### 2. Job Accountabilities

- Undertake studies and assist Technical Officers in the provision of surveying and drafting services for the GPC. Surveying work includes:
  - Setting up tripods and survey equipment (some components approximately 10kg's);
  - Hammering of timber pegs to set out designs;
  - Collection of pegs from stores.
- In partnership with technical mentors contribute to drafting and surveying projects.
- Perform general office duties including:
  - Deliveries to local businesses;
  - Collecting photocopying paper;
  - Clean and fuel vehicles.
- Comply with and lead by example GPC's values and behaviours:-
  - *Sustainability* - We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment, and our community. We engage with and contribute to the communities in which we operate.
  - *Excellence* - We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.
  - *Customers* - We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.
  - *Respect* - We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.
  - *Empowerment* - We support and empower people to give their best and reach their potential. We fully apply our skills and capability, are accountable in our actions, and perform to the best of our ability.

- *Teamwork* - We are one company, one team. We work together to achieve our objectives.
- Comply with GPC's policies, standards and procedures in the workplace.

### 3. Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use facilities or equipment needed to carry out the work of this role.

### 4. Job Challenges

- Awareness of Public Environment and the importance of ensuring safe work practises
- Prioritisation of work
- Large scale of operations (Various Work sites)
- Heat during summer
- Repetitiveness of some jobs.

### 5. Relationships

#### Internal

- Liaises with Manager and other PP&D staff
- Interaction with other GPC department as required.

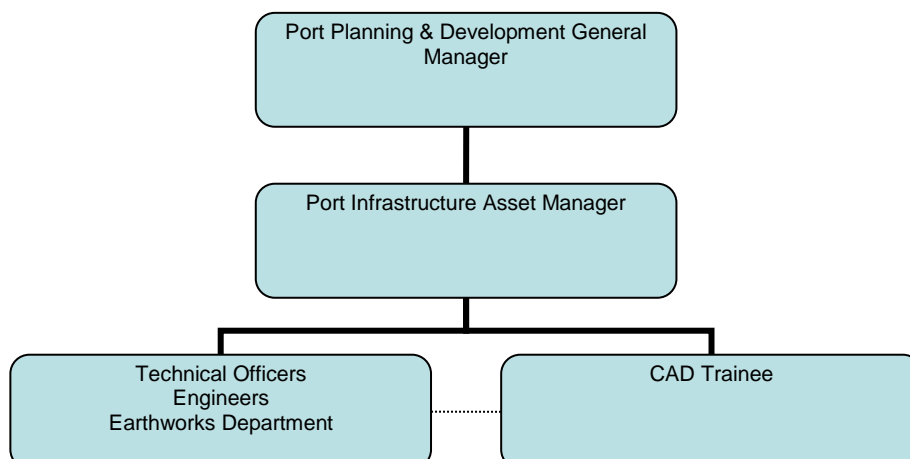
#### External

- Interaction with general public
- Interaction with other contractors

### 7. Level of Supervision

Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

### 8. Organisation



**9. Formal Qualifications required for the position**

- Mandatory – Year 12 Sound Achievement in Graphics.
- Desirable – The ability to obtain a Provisional Drivers Licence.

**10. Key Selection Criteria**

It is **essential** for the job holder to demonstrate the following competencies:-

Capabilities	Description
1. Aptitude for chosen trade	<ul style="list-style-type: none"> <li>• Knowledge and understanding of engineering drawings and maps for related engineering discipline (i.e. mechanical, civil, electrical, environmental).</li> <li>• Applies AutoCAD program at appropriate level.</li> </ul>
2. Safety Awareness	<ul style="list-style-type: none"> <li>• Knowledge, understanding and ability to apply relevant safety principles and legislation.</li> <li>• Reports on safety incidents, identifies hazards and proactively seeks resolution.</li> </ul>
3. Social Influencing	<ul style="list-style-type: none"> <li>• The ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations.</li> </ul>
4. Problem Solving	<ul style="list-style-type: none"> <li>• The capability to reason, think analytically, conceptually and laterally in order to solve problems and take appropriate decisions.</li> </ul>
5. Driving Results	<ul style="list-style-type: none"> <li>• The ability to overcome obstacles to achieve results, bring ideas into action, and 'push forward' with energy, enthusiasm and urgency</li> </ul>
6. Modelling GPC Values & Behaviours	<ul style="list-style-type: none"> <li>• Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li> </ul>

**11. Physical Requirements of the Job**

Manual tasks Heavy	1/2	Work Indoors	3
Manual tasks Light	3	Work Outdoors	3
Repetitive lifting	2	High temperatures	2
Trunk twisting	3	Low temperatures	2
Extended standing	2	Operate machinery (Car)	3
Extended kneeling	1	Sun protection	2
Extended reaching	2	Safety boots	3
Elevating arms above shoulder	2	Respirator	N/A
Ear protection	1	Eye protection	2
Shovelling/digging	1/2	Safety helmet	2
Frequent bending	2	Working at heights	1
Extended sitting	3	Confined spaces	1
Extended walking	2	Exposure to chemicals	1
Loud noise exposure	2	Extended driving	1
Work on uneven ground	2	Extended computer use	3

**The Rating system used is:**

- 0 = No exposure / requirement
- 1 = Low exposure / requirement
- 2 = Medium exposure / requirement
- 3 = High exposure / requirement