

Apprentice Fitter and Turner

POSITION DESCRIPTION



Position Number:	2087
Department:	Organisational Services
Section:	Fleet and Facilities
Unit:	Fleet Services
Position Status:	Fixed Term – Full Time (4 years)
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Supervisor Workshop
Revised:	August 2026

General Position Statement

This position supports Council's direction by providing an opportunity for the apprentice to develop skills, knowledge and attributes necessary for the completion of an Engineering Apprenticeship – Fitter and Turner.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions and meeting the requirements of the Training Plan.
- Develop skills to perform a wide range of maintenance functions for equipment including mechanical, pneumatic and hydraulic equipment, pumps, motors, and chemical dosing equipment, mobile and fixed machinery.
- Operate equipment including, but not limited to, hand tools, measuring instruments, multi-meters, welders, lathes, mailing machines, grinders, jigsaws and hammer drills.
- Carry out tasks that may involve welding (oxy, stick and mig), perform pump maintenance, use small plant and tools necessary to the relevant work, fault find and carry out plant investigations and understand plan maintenance practices and principles.
- Contribute to a customer service focussed culture that is committed to Council's values.
- Strong commitment to Workplace Health and Safety practices.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

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Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to work within a team environment.
- Ability to complete relevant national competency standards and training plans.
- Sound numeracy, written and verbal communication skills.
- A sound level of interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
- Ability to accurately complete/follow instructions and prioritise tasks.
- Developing knowledge of work practices and policies relevant to the Section/Unit.
- Underpinning skills as specified in the relevant competency standards.
- To attain knowledge in accordance with the apprenticeship and training plan.
- Ability to attain knowledge in accordance with the apprenticeship of:
 - Maintenance and repair procedures for various mechanical equipment.
 - Calibration, fault finding and repair of actuators (electric and pneumatic).
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Ability to effectively operate Council's computer systems including the MS Office Suite.

Desirable Qualifications and Experience

- Experience or genuine interest in the fitting and/or turning field.
- Basic welding and cutting skills.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Job Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose assessing your suitability for employment with Rockhampton Regional Council. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Lodgement Details					
Please complete this Job Application Form and submit with your application to the vacancy you are applying for.					
If you are having any issues uploading this document, please email it to employment@rrc.qld.gov.au or drop it in in person at City Hall, 232 Bolsover Street, Rockhampton.					
Position Details					
Position title:					
Position reference no:			Closing date:		
Applicant Details					
Contact name:					
Title:	☐ Miss	☐ Ms	☐ Mrs	☐ Mr	☐ Other
Postal address:					
Preferred contact number:			Alternate contact number:		
Email:			Date of birth:		
Are you currently employed?			☐ No ☐ Yes		
If you are employed at what capacity?			☐ Casual whilst at school ☐ Casual ☐ Part time > 25hrs ☐ Part time < 25hrs ☐ Fulltime		
Are you eligible to work in Australia, or currently hold a working Visa?				☐ No	☐ Yes
If no, please provide details:					
Visa number:			Expiry date:		

Do you hold a current driver's licence?	☐ No ☐ Yes
If yes, what type?	☐ L (learners) ☐ P1 (red P's) ☐ P2 (green P's) ☐ P (probationary) ☐ O (open)
If yes, what class?	☐ C (manual car) ☐ CA (auto car) ☐ RE (restricted LAMS approved motorbike) ☐ R (unrestricted any size motorbike) ☐ LR (light rigid truck) ☐ MR (medium rigid truck) ☐ HR (heavy rigid truck) ☐ HC (heavy combination truck) ☐ MC (multi-combination truck)
Do you hold any full qualifications? (e.g. Certificate, Diploma or University Degree):	☐ No ☐ Yes
If yes , please provide details of all qualifications currently held: 	
Equity and Diversity	
Do you identify with the following groups:	
Young person (aged 15-24 years)	☐ No ☐ Yes
Aboriginal and Torres Strait Islander:	☐ No ☐ Yes
Migrants and refugees from culturally and linguistically diverse backgrounds:	☐ No ☐ Yes
Person with a disability:	☐ No ☐ Yes
Displaced worker (lost employment with another employer):	☐ No ☐ Yes
Woman re-entering the workforce:	☐ No ☐ Yes
Long term Unemployed	☐ No ☐ Yes
Mature-age job seeker (aged 45 years or older)	☐ No ☐ Yes
Veterans, ex-ADF personnel and their families	☐ No ☐ Yes

Additional Information *(please note if you answer yes to the below, your former supervisor will be contacted for a reference)*

Are you currently, or have you been, employed by Rockhampton Regional Council or have you ever been engaged by Council as a labour hire employee?

☐ No ☐ Yes

(If yes, please provide role details below)

Position title:

Department:

Start date:

End date:

How did you become aware of this vacancy?

☐ RRC website

☐ The Hub

☐ The Morning Bulletin

☐ Employee referral

☐ Seek

☐ Social media

☐ LG jobs website

☐ Agency

☐ Other:

Declaration

I acknowledge that, prior to appointment to any position at Rockhampton Regional Council, certain pre-employment checks may need to be undertaken.

I hereby give consent to the following:

- The collection, by Rockhampton Regional Council, of personal information about me;
- The collection, by Rockhampton Regional Council, of background information about me;
- My personal details to be disclosed to an authorised Rockhampton Regional Council provider for the purposes of undergoing pre-employment screening.
- A Criminal History Check to be undertaken by Rockhampton Regional Council.

I also acknowledge that Rockhampton Regional Council may, by notice given to me, require me to provide to Rockhampton Regional Council further documentation relating to me within a reasonable time stated in the notice.

I certify that the information I have provided is true and correct.

Name:

Date: