**Traditional Trades**

* **Industry:** Civil Construction
* **Target employee:** Women
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-women-to-your-business.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Welcome to your new team!

[Insert business name here] is a family oriented/ up-and-coming/ passionate/ well-established business with more than 15 years’ worth of civil construction experience in the [insert area] community. We make our customers’ lives easier by delivering quality work, fostering good working relationships as we go.

We know that a valued and strong team makes all the difference, so we work hard to create a culture where all our people can flourish and grow towards their career goals.

We’re proud of the following projects:

* Insert any projects or awards here

This is an entry-level apprentice role based in [insert area here].

[ADD A COMPANY VIDEO HERE, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

Ready for an exciting and rewarding career opportunity? Let’s get to it!

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in Civil Construction. This role involves:

* Planning and organising work
* Carrying out measurements and calculations
* Reading and interpreting plans and specifications
* Communicating in the workplace
* Working safely and following WHS policies and procedures
* Using hand and power tools
* Operating small plant and equipment
* Maintaining site records
* Implementing traffic management plan
* Identifying, locating and protecting underground services
* Contributing to team effectiveness
* Installing pre-cast gully pits
* Installing water mains pipelines
* Installing storm water systems
* Installing sewer pipelines
* Maintaining drainage systems
* Controlling construction site water table
* Placing and forming concrete kerb, channel and fixtures
* Constructing and dismantling fences and gates
* Laying pavers
* Licencing to perform dogging
* Licencing to perform rigging – basic level
* Carrying out manual excavation
* Supporting plant operations
* Draining and dewatering civil construction site

**ABOUT YOU**

While each member of our team is hand-picked for their personal attributes and how their skills complement those of their co-workers, we’re not afraid to think outside the box if a potential team member has skills that can help us grow in a new direction. We are willing to be flexible and work with you in the areas you need support.

We need someone who is organised, careful and safety conscious – you might not be ace at hoisting heavy bars on your own, but if you know how to measure and troubleshoot, we’d like you on our team. If the role sounds like you even if you don’t tick all the boxes below, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Be enthusiastic about civil construction
* Commit to a general civil construction apprenticeship
* Be motivated to learn
* Interact and provide feedback during meetings with team members
* Be customer-service oriented
* Be safety conscious in all things
* Be reliable and punctual
* Have a Certificate in xxx
* Have a Diploma in xxx
* Have access to a reliable source of transport
* Be accredited for xxx
* Interact and provide feedback during meetings with team members
* Have a valid Australian Working Visa
* Have a valid driver’s licence

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Have good communication skills
* Have a positive attitude
* Be organised
* Be safety conscious
* Manage your time well
* Have basic admin skills
* Be able to work without supervision
* Be passionate about plumbing
* Be adaptable
* Be reliable and punctual
* Be motivated to learn
* Be growth-oriented
* Be self-motivated
* Be able to work without supervision
* Be honest and hardworking
* Be keen to complete an apprenticeship/ traineeship

**BENEFITS**

A great team is what makes [insert business name] tick. We know that your talent, expertise and passion adds value to our business, which is why we offer a range of perks to help you flourish:

* Support for career growth and development through mentorship and structured training opportunities
* Flexible working options: work/life balance is important!
* An industry-leading wage package including superannuation, annual leave, sick leave and carer’s leave
* Maternity/ paternity leave
* A safe, supportive environment
* Access to company transport vehicle and/or tools
* Sick Leave
* Annual Leave
* Carer’s Leave
* Mentorship and coaching opportunities
* Work from home, depending on role and needs
* Easy access to public transport hubs, including [insert details here]
* A culturally diverse workplace – we celebrate difference
* Access to day-care/childcare facilities

**INTERNAL CULTURE**

At [insert business name here, we value our diverse team and want them to feel supported and safe to flourish in their work. That is why we actively support and work towards:

* Pay equity
* A sustainable, green workplace, because we care about our people and our planet
* Giving back to the community by supporting causes / charities such as xxxx.
* Empowering women by [insert details here]
* Empowering Indigenous Australians by [insert details here]
* Following ethical business practices such as [insert details here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, colour, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all team members.

We are open and transparent about who we are and encourage discussion on issues that affect our employees. When you become part of our team, you become part of our family.

Feel like this might be the beginning of a wonderful career relationship? Send your resumé and cover letter to xxxx by close of business on xxxx.