

POSITION DESCRIPTION

Position Title:	Water and Wastewater Trainee
Position Number/s:	INF-L50
Employment Type:	Full Time, Limited Tenure for up to twenty-four (24) months.
Hours of Work:	76 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	<i>Order – Apprentices’ and Trainees’ Wages and Conditions (excluding certain Queensland Government Entities) 2003</i> <i>Queensland Local Government Industry (Stream B) Award – State 2017</i>
Classification:	Trainee – Applicable traineeship classification
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under appropriate supervision and guidance, the Trainee will undertake a structured twenty-four (24) month traineeship to develop practical workplace skills and competencies while completing a Certificate III in Water Industry Operations through formal training and on the job learning. The Trainee position will assist with the operation and maintenance of Council’s Water Treatment Plant, Weir Pumping Station and Sewage Treatment Plant including planned and responsive activities

ORGANISATIONAL RELATIONSHIPS

Reports to:	INF-130 & INF-149 Senior Water and Wastewater Treatment Plant Operator
Directly Supervises:	Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council’s Register of Delegations

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KEY RESPONSIBILITIES

1. Participate in and complete all requirements associated with the Certificate III in Water Industry Operations, including completing assessments and undertaking workplace learning activities within required timeframes
2. Maintain required training records and work towards achieving the competencies and milestones established within the individual Training Plan.
3. Under appropriate supervision and guidance, undertake a range of activities to ensure effective daily operation and monitoring of the treatment facility, including regular reporting, t operational tasks as required.
4. Assist in undertaking tasks as directed and supervised to operate Councils water and wastewater treatment plant to ensure compliance with Australian drinking water Guidelines.
5. Work collaboratively as part of the Water & Wastewater team, positively responding to supervision, guidance, coaching and feedback and participating in identified workplace learning and development opportunities.
6. Undertake allocated tasks effectively and efficiently, demonstrating attention to detail, reliability, positive customer service to both internal & external stakeholders and a willingness to learn and progressively develop workplace skills.
7. Follow supervision, guidance and established work practices to ensure work is performed in accordance with relevant safety, technical, environmental and operational requirements, specifications and standards.
8. Actively participate in team and safety meetings and contribute to the development and implementation of performance improvement initiatives.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope and requirements of the traineeship.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated interest in developing a career and undertaking a traineeship within a Water & Wastewater environment.
- Willingness and commitment to learn and successfully complete the required traineeship qualification.
- Basic computer skills and the ability and willingness to learn Microsoft Office applications, Water & wastewater systems and Council business systems OR basic computer skills and the ability to use technology required for workplace and apprenticeship training activities.
- Good verbal and written communication skills with good attention to detail.
- Ability to understand and follow instructions, undertake routine tasks and work towards agreed timeframes.
- Ability to work effectively as part of a team and positively respond to supervision, instruction, coaching and feedback.
- Ability to communicate respectfully and professionally with internal and external stakeholders.

Desirable:

- Previous exposure or interest in the operation and maintenance of water and wastewater treatment plants.

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| Education/Qualifications |

Essential:

- Minimum education level of completion of Year 10 or equivalent and/or relevant work experience.
- Eligibility, ability and willingness to enrol in and successfully complete the relevant Certificate III qualification as part of the traineeship.
- General Construction Induction Training (White Card) or ability to obtain.

| Licences |

Essential:

- Possession of a minimum Queensland Provisional ('P' class) C class driver's licence, or ability to obtain.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires regular field-based work and may involve working indoors and outdoors in varying environmental and weather conditions.
- The position requires the physical capacity to undertake the inherent requirements of painting and maintenance activities, including manual handling, standing for extended periods, bending, kneeling, reaching and undertaking physical work.
- The position may involve working at heights and the use of ladders, platforms and other access equipment, subject to appropriate training, competency, supervision and Council safety requirements.
- The position requires the appropriate use of personal protective equipment and safe handling of paints, coatings and other materials associated with the trade.
- This position requires mandatory immunisations against Hepatitis A & B and Tetanus due to the work environment involves exposure to areas identified as "at risk" work areas.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____