Position Description

Position Title	**Trainee Treatment Plant Operator**
Position No.	**10017**
Division	Water & Wastewater
Reports to	Supervisor Plant & Pumps Stations
Current Status	Full-Time (based on 2-year traineeship)
Salary Range	Traineeship
Last Reviewed	November 2026
Conditions of Employment	The employee will work within conditions detailed within the NSW Local Government (State) Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

To assist in the operation of the Lithgow Water Treatment Plant and Lithgow, Wallerawang and Portland Sewage Treatment Plants. Duties include management, reporting, record keeping and maintenance at Water and Sewage Treatment Plants and maintenance of sewerage and water pumping stations. This position maybe required to assist with call outs.

Specific Duties and Responsibilities

- Assist with Managing Water and Wastewater Treatment Plant Operations
  - Perform Daily Inspections
  - Perform Daily Maintenance
  - Perform Routine Maintenance
  - Perform Emergency Repairs

- Assist with Managing Water and Wastewater Pumping Stations
  - Perform Inspections
  - Perform Routine Maintenance
  - Perform Emergency Repairs

- Assist with Maintaining Water and Wastewater Mains and Services
  - Clear Blockages
  - Maintain Wastewater Mains and Services

- TAFE/Study Requirements
  - Complete Assessments as stipulated in Course Outline within designated timeframes

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation.

- Processing Customer Enquiries
  - Receive customer enquiries in a courteous and efficient manner
  - Research, assess and respond to a customer enquiry within an appropriate timeframe

- Complete Time Sheets / Leave Applications
  - Complete Time Sheets
  - Complete Leave Forms

- Work Health and Safety Responsibilities
  - Follow Council's WHS policies and procedures as instructed
  - Ensure their actions do not adversely affect the health and safety of themselves or any other person
  - Report all WHS hazards and incidents to their supervisor as soon as possible

- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers, and others in regard to safety
- In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
- Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over $250k.
- Ensure current SWMSs are followed for all high-risk construction work.

- Recordkeeping Responsibilities
  - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

Nil

Signatures

I agree to the requirements of this Position Description.

_____ _____
Employee Date

_____ _____
Supervisor Date

_____ _____
Manager Date

Selection Criteria

Essential

- Minimum completion of Year 10 obtaining School Certificate or Record of School Achievement (RoSA)
- Satisfactory academic record
- High level of motivation and punctuality
- Genuine interest in the plumbing industry
- Commitment to the principals of honesty and integrity
- Commitment to ongoing study requirements
- Commitment to Work Health and Safety

Desirable

- WHS General Induction for Construction Certificate (Whitecard)
- Learners, Provisional or Class C Drivers Licence
- Basic computer skills