

Position Description

Position Title	<i>Trainee Hybrid Water Sewer Operator</i>
Position Code	ENG036
Directorate	Infrastructure and Works
Department	Water
Reports To	Supervisor Water Sewer Treatment
Direct Reports:	Nil
Position Classification	Trainee Band
Position Status	Full-time Fixed Term Contract.
Position FTE Hours	38 hours
Allowances	Nil
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

SPECIAL CONDITIONS

Successful completion of course requirements will be required for ongoing employment during this traineeship. This is a two-year traineeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

The traineeship will also be comprised of rotations across the two (2) water sections over the two-year period. This rotation will consist of the following:

1st Year

First 3 months – On the job training, Onboarding, additional training with Council's processes;
Third to 12month – complete part 1 & 2 in wastewater treatment.

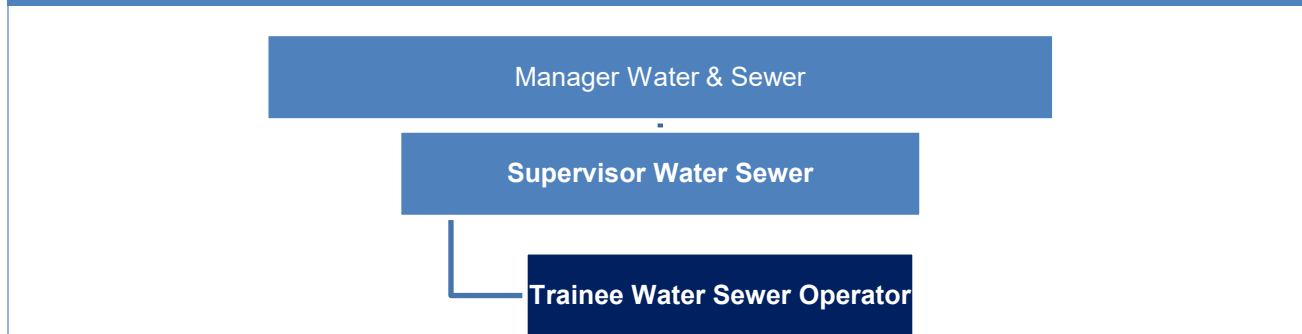
2nd Year

12 to 24 month – complete part 1 of chemical dosing and part 2 of water treatment;
Completion of fluoridation certificate.

PRIMARY PURPOSE OF THE POSITION

Assist in all areas of Council's Water Operations within the Forbes Local Government Area. The primary focus will be for to assist, learn and become competent in the operations, maintenance and repair of Council's Water Treatment Facility and Council's Water and Sewer Reticulation Infrastructure. This position will also assist the Water Filtration team and the Reticulation Team with all testing and reporting to external authorities to support compliance with best practice water principles.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY	Est. % of time spent
<i>Assist with regular and high-quality maintenance and operations of the water treatment plant, pumping stations, storage tanks, sludge and lagoons, ensuring compliance with legislation – across Council's entire network.</i>	60%
<i>Assist with a range of project-based work associated with the construction of the water and sewer plant infrastructure.</i>	20%
<i>Professional Development – Traineeship requirements.</i>	20%

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Qualifications:

- Able to commit to study to obtain tertiary certificate in relevant field (such as Water Industry operations).

Licences and Compliance:

- C Class Drivers Licence
- General Construction Induction Card (White Card)
- Certificate in Chemical Use (ChemCert)

Personal Attributes:

- Quickly absorbs new information, adapts thinking, and applies learning to improve performance.
- Shows strong analytical skill, curiosity, and the ability to solve problems in unfamiliar or changing environments.
- A solid 'can do' attitude with complex problem solving and solution finding at your core
- Highly agile, resilient and able to manage multiple competing demands
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Demonstrated interest and motivation to learn water operations.
- Interest and drive to learn about the water industry in Australia and its application to best practice water quality guidelines
- Willingness and capability to undertake formal study in the Certificate III Water Operations

- Proven Intermediate Level Mathematics ability
- Demonstrated ability to apply mathematic equations to work related duties
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.

POSITION ACCOUNTABILITIES AND DUTIES

- Assist the Team Leader Water Filtration & Sewer Treatment, and operators in the day to day operation, maintenance and repair of Council's Water Filtration Plant, metering systems, pump stations and water storage reservoirs to ensure continuity of service and the effective operation in compliance with best practice Quality Drinking Water Guidelines;
- Assist the operators to undertake sewer reticulation maintenance work and metering systems work as required in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards including the construction of water mains and fittings as required to ensure continuity of service;
- Assist the operators in performing daily operation and maintenance activities in a safe manner as required in compliance with relevant laws, standards, Council policy and having regards for the safety of the public, road users and other employees;
- Assist the water filtration teams undertake a range of water sample testing and laboratory procedures related to the water supply system and sewer system to ensure the supply of safe water in compliance with regulatory standards, laws as well as compliance with Quality Drinking Water Guidelines. This includes:
 - Bacteriological testing/Chemical testing;
 - Emergency bacteriological testing;
 - Daily monitoring and testing of the plant (NSW Health and NSW Office of Water);
 - Fluoride Testing;
 - EPA Reporting;
 - Residuals.
- Assist the water filtration operators in the diagnosis and rectification of any water quality issues through the application of mathematical equations and the Water Chemistry Guidelines;
- Operate plant and equipment in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regards for the safety of the public, road users and other employees including inspections prior to, during and at the completion of use to identify any mechanical problems or potential issues and reporting to the Team Leader Sewer Treatment and Team Leader Water Filtration Plant;
- Assist the operators carry out emergency maintenance works and labouring duties as well as undertake after hours work and call outs in accordance with lone work policies and procedures when working after hours or alone;
- Assist the Team Leader Water Filtration Plant prepare correspondence and reports to Council and other external Government Authorities.

KEY RELATIONSHIPS

Internal (Council)	- Water and sewer teams for mentoring and development - Internal operations for resourcing, safety, training, fleet supply and logistics.
External (Industry)	- Contractors - Training bodies for traineeship learning and development - Authorities and Government departments including Central NSW JO and Water NSW

POSITION CAPABILITIES – Local Government Capability Framework

			Foundational	Intermediate	Adept	Advanced	Highly Advanced
Group	Capability Name	Level Required					
 Personal Attributes	Manages Self	Adept					
	Displays Resilience and Adaptability	Adept					
	Act with Integrity	Adept					
	Demonstrate Accountability	Adept					
 Relationships	Communicate and Engage	Adept					
	Community and Customer Focus	Adept					
	Works Collaboratively	Adept					
	Influence and Negotiate	Adept					
 Results	Plan and prioritise	Adept					
	Think and solve problems	Adept					
	Create and Innovate	Adept					
	Deliver Results	Adept					
 Resources	Finance	Adept					
	Assets and Tools	Adept					
	Technology and Information	Adept					
	Procurement and Contracts	Adept					

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated Supervisor;
- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets

- Lone Worker device –Pendant

Fleet Assets

- Council fleet vehicle available for daily duties

OTHER REQUIREMENTS

- Australian Drivers Licence

- Australian Working Rights
- Council's WHS management plan and health surveillance strategy identifies potential health risks within role. You may be required to maintain certain immunisations (e.g. Q fever) and/or participate in Council's Health Monitoring Plan (Asbestos monitoring).

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	

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