

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Water & Wastewater Trainee
Directorate	Operations
Department	Water & Wastewater
Location	Leeton Shire Council depot, Vance Estate, Leeton
Salary Grading	From T4
Employment Status	Full time with the intent of ongoing employment
Hours of Work	Currently a nine-day fortnight (76 hours – Monday to Friday). On-call, overtime and weekend work are requirements of this position.
Supervisor	Water Treatment and Reticulated Services Coordinator
Staff Reporting to Position	▪ Nil
Key Internal Relationships	All Council Departments
Key External Stakeholders	▪ Contractors ▪ General Public ▪ Government Agencies

PRIMARY PURPOSE OF POSITION

- ❖ To undertake a two-year traineeship whilst completing a Certificate III in Water Industry Operations. The role is primarily responsible for operating and maintaining Council's Treatment Plants in accordance with regulatory requirements such as the Environmental Protection Act (EPA), Environment Licences, Public Health Act and Drinking Water Quality and Recycled Water Management. The position also carries out maintenance and operational activities within the area of the Treatment Plants in an effective, efficient and safe manner in accordance with requirements.

This document describes the main responsibilities of the position and is not designed to be prescriptive.

The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries

People Management:

- ❖ Nil

Operations:

- ❖ Assist in the operation and maintenance of the Water & Sewer Network including learning and completing construction, repair and maintenance of water mains, pumping stations and other water asset including hydrants, valve, fittings and pipes.
- ❖ Assist the Water and Wastewater operators with the operation and maintenance of the Water and/or Sewage Treatment Plant(s) and raw water pumping stations.
- ❖ Once deemed competent, provide an 'on call' operations and maintenance service on a negotiated basis as required.
- ❖ Assist in the operation and maintenance of plant and equipment including, but limited to, pipe cleaning equipment, pumps, generators, power tools and vehicles.
- ❖ Undertake administration work as required including recording of daily log sheets, service request forms, incident report forms and maintenance of electronic records.
- ❖ Ensure appropriate WHS obligations, including Risk Assessments, are implemented at all times for all work environments which may include working remotely, in difficult conditions and confined spaces.
- ❖ Any other such duties that are commensurate with the employee's skill level, competency and training.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public.

Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

1. Meet the requirements to enrol and successfully complete Certificate III in Water Industry Operations
2. Must possess and maintain a Class C Drivers Licence.

Skills and Attributes:

1. Be a customer focused person with excellent interpersonal skills and the proven ability to relate well with the general public and fellow employees and maintain positive relationships with all stakeholders.
2. Be a team player and capable of gaining and maintaining peer respect.
3. Demonstrate a basic understanding and working knowledge of computer applications and ability to complete standard reports following prescribed formats.
4. Possess an ability and aptitude to undertake various training and refresher courses and to obtain relevant certificate and licenses as required.
5. A shown desire to continually seek self-improvement and willingness to attain skills and training when required.
6. Demonstrate a tolerance for constructive change.

Desired Requirements:

Nil



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Jackie Kruger
General Manager

I hereby accept the terms and conditions set out in this position description for Water & Wastewater Treatment Plant Trainee.

Dated this day of 20.....

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Signature