

Position description

POSITION DETAILS

POSITION TITLE	Trainee Water and Sewer Operator
GRADE	T2-T10
OCCUPANT	Vacant
DIRECTORATE	Infrastructure
REPORTS TO	Water and Sewer Team Leader
POSITION STATUS	Permanent
HOURS PER WEEK	38
NO. DIRECT REPORTS	Nil
NO. INDIRECT REPORTS	Nil
OPERATING BUDGET	N/A
CREATED	September 2017
REVIEWED	June 2023

POSITION PURPOSE

The occupant of this position will assist in all areas of Council's Water / Sewer operations, which will include operating, maintaining, and repairing Council's water supply and wastewater systems, to gain valuable employment skills whilst undertaking the Certificate III in Water Industry Operations.

Our Vision

A vibrant region to
Live > Enjoy > Grow
that is inclusive,
resilient and
progressive

Our Values

- > Integrity
- > Leadership
- > Vision

KEY ACCOUNTABILITIES / DUTIES

OPERATIONAL RESPONSIBILITIES

- > Possess a genuine interest in water and sewerage treatment/reticulation and how the delivery of these services can positively impact the liveability of the Gilgandra community.
- > Possess a genuine commitment to complete the traineeship (Certificate III Water Industry Operations) within the timeframes
- > Assist the water/Sewer supervisors and operators in the day to day operation, maintenance, and repair of Council's water/sewage treatment plants, pump stations, and water storage reservoirs.
- > Become knowledgeable in and assist in all testing procedures at all water and sewer facilities.
- > Maintain and manage a clean and tidy workplace environment.
- > Uphold and become knowledgeable in Council's operating and maintenance procedures.
- > Become knowledgeable in chemicals used and their availability and suppliers to Council.
- > Maintain works areas as directed.
- > Provide courteous, efficient, and timely customer services to internal and external clients.
- > Respond appropriately to verbal and written enquiries.
- > Perform duties within the Council departments in a manner that constantly seeks to build and improve on your traineeship abilities.

ADMINISTRATION AND DOCUMENTATION

- > Submit on time and accurately all records, including timesheets etc required by Council
- > Ensure that all documentation and records are neat and easily accessible
- > Ensure that all data is up to date and correct

WORK HEALTH AND SAFETY

- > Maintain a high standard of 'good housekeeping' cleanliness and tidiness
- > Keep the premises and fixtures and fittings in good order and to advise the Water and Sewer Coordinator of any defects, repairs or replacements required.

CUSTOMER SERVICE

- > Ensure that you provide a high standard of customer service and treat all customers with courtesy and attention
- > Provide accurate and timely response at all times
- > Accept responsibility for providing information and respond to enquiries so that customers receive prompt assistance and quality information.
- > Maintain effective communication with all staff.
- > Be innovative and pro-active in streamlining day to day operations and maintain the highest standard of ethics and interpretation in all matters.

- > Positively contribute to the operations and have a willingness to work as part of a team whilst often working in isolation and not always under direct supervision
- > Support and promote team work through co-operation, communication, sharing information, provision of response accurate advice and maintenance of effective communication between all staff across the organisation.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > Class C Drivers Licence – at a minimum Provisional licence
- > Possess a genuine interest in water and sewerage treatment and reticulation
- > Possess a genuine commitment to complete the traineeship within the required timeframes
- > Ability to commence Certificate III in Water Industry Operations
- > Positive attitude to work and a willingness to work as a team, to help others and to learn
- > Punctual and a good attendance record
- > Ability to use all personal protective equipment (PPE)
- > Ability to complete time and plant sheets
- > Sound literacy and numeracy skills
- > WHS Construction Induction (White Card) or completion prior to employment

DESIRABLE CRITERIA

- > Basic understanding of water & sewer treatment concepts and principals
- > Completion of year 10 schooling or above
- > Possess an interest in civil construction, operating plant, and or plumbing

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: _____ Date: _____