

ROLE DESCRIPTION

Trainee Wastewater Treatment Operations

| | |
|------------------------|---|
| Directorate | Community Service Delivery |
| Unit | Water and Sewer |
| Reporting to | Team Leader Wastewater Treatment Operations |
| Position Number | 101461 |
| Band | 1/3 |
| Grade | 4 |
| Date of Review | January 23 |

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of this position is to assist in the operation and maintenance of Council's wastewater treatment plants to ensure compliance with regulations.

Key Accountabilities

- Support day-to-day wastewater treatment plant operation and maintenance tasks in accordance with all safety, legislative and reporting requirements
- Assist in routine testing at the plants to regulatory and Council requirements and standards, and respond to wastewater quality issues with appropriate corrective actions.
- Assist in carrying out routine repairs and maintenance of water & sewer infrastructure, including general housekeeping, minor repairs, preventative maintenance, and if required, escalate repair/maintenance needs to senior team members
- Contribute to the improvements of Council's wastewater infrastructure that will facilitate better services or improve efficiency and reduce costs
- Contribute to a positive safety culture within the organisation through completion of required documentation, reporting incidents/hazards/near misses and contributing to team discussions

Key Challenges

- Responding to a rapidly changing work environment and prioritising accordingly
- Working in changing environments, including open sewer systems and remaining aware of hazards to manage your safety and that of fellow team members
- Working in sewage environment
- Exposure to a range of outdoor and physical activities

Qualification Requirements

Essential

- Higher School Certificate
- SafeWork Construction Induction Certificate (WHS White Card)
- Class C Driver Licence (includes P1 or P2)

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Traineeship

Duration

Two years

Course

NWP30222 - Certificate III Water Industry Operations

Study Time

On-the-job training

3 hours study time per week

Learning Outcomes

- Monitor and operate wastewater treatment processes
- Participate in WHS hazard identification, risk assessment and risk control processes
- Understand the legislation that regulates wastewater treatment operations
- Apply the risk management principles of the water industry standards, guidelines and legislation
- Sample and test wastewater
- Perform laboratory testing
- Assess, implement and report on environmental procedures
- Work effectively in a team
- Operate and control odour removal processes

Key Relationships

| Who | Why |
|---|---|
| Internal | |
| Team Leader Wastewater Treatment Operations | ✓ Receive training, instructions, advice and mentoring and report on progress |
| | ✓ Contribute to discussions and report issues |
| Water Sewer Team | ✓ Contribute to continuous improvement initiatives |
| | ✓ Contribute to team discussions, provide support and knowledge share across the team |
| External | |
| Stakeholders | ✓ Communicate effectively and manage expectations |
| Contractors | ✓ Ensure compliance with site requirements |
| | ✓ Communicate effectively to ensure safe operations and efficient outcomes |

Role Dimensions

Decision Making

The role is accountable for the autonomous delivery of regularly occurring tasks, receiving general guidance from their leader. It is also accountable for the delivery of reasonable tasks assigned by their leader within timeframes and meeting expectations of quality and outcomes.

Problems are solved by applying standards, established practices and procedures, or operating instructions.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone and Laptop

Emergency Warden Responsibilities

None

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





None

Allowances

Level 1 Adverse Working Conditions

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

| Local Government Capability Framework | | |
|--|-------------------------------------|---------------------|
| Capability Group | Capability Name | Level |
|  Personal Attributes | Manage Self | Foundational |
| | Display Resilience and Adaptability | Foundational |
| | Act with Integrity | Foundational |
| | Demonstrate Accountability | Foundational |
|  Relationships | Communicate and Engage | Foundational |
| | Community and Customer Focus | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Foundational |
| | Create and Innovate | Foundational |
| | Deliver Results | Foundational |
|  Resources | Finance | Foundational |
| | Assets and Tools | Foundational |
| | Technology and Information | Foundational |
| | Procurement and Contracts | Foundational |

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

| Local Government Capability Framework | | |
|--|--------------|--|
| Capability | Level | Behavioural Indicators |
| Personal Attributes Demonstrate Accountability | Foundational | <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace |
| Relationships Work Collaboratively | Foundational | <ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs |
| Results Plan and Prioritise | Foundational | <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks |
| Resources Technology and Information | Foundational | <ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies |

Acknowledgement

Trainee Wastewater Treatment Operations

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Infrastructure Services

Employee Name: _____ Date: ____/____/____

Signature: _____