

ROLE DESCRIPTION

Trainee Water Treatment Operations

Directorate	Community Service Delivery
Unit	Water and Sewer
Reporting to	Team Leader Water Treatment Operations
Position Number	101455
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 water treatment plant and associated infrastructure to ensure compliance with regulations.

Key Accountabilities

- Support day-to-day water treatment plant operation tasks in accordance with all safety, legislative and reporting requirements
- Assist in delivering routine testing at the plant to the regulatory and Council requirements and standards, and respond to water quality issues with appropriate corrective actions
- Understand, apply and ensure that water treatment, storage and distribution comply with the Australian Drinking Water Guidelines (ADWG) and the Council's Drinking Water Management System (DWMS)
- 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 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 and remaining aware of hazards to manage your safety and that of fellow team members
- 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 water treatment processes
- Participate in WHS hazard identification, risk assessment and risk control processes
- Understand Australian Drinking Water Guidelines (ADWG) and the Council's Drinking Water Management System (DWMS)
- Understand the legislation that regulates water treatment operations
- Apply the risk management principles of the water industry standards, guidelines and legislation
- Sample and test source and drinking water
- Perform laboratory testing
- Assess, implement and report environmental procedures
- Work effectively in a team
- Operate and utilise water treatment technologies

Key Relationships

Who	Why
Internal	
Team Leader Water 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 Water Treatment Operations

Employee Name: _____ Date: ____/____/____

Signature: _____

Manager Infrastructure Services

Employee Name: _____ Date: ____/____/____

Signature: _____