

Position Description

Position Title	Trainee Sewer Treatment Plant Operator
Position Code	ENG042
Department	Engineering
Division	Water
Reports To	Team Leader Sewer Treatment Plant Operator
Direct Reports:	Nil
Position Classification	Trainee Band of the Local Government (State) Award
Position Status	Full – Time for the 2-year term of the Traineeship
Allowances	Nil

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.

REPORTING STRUCTURE

Team Leader Sewer Treatment Plant	
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Sewer Treatment Plant Operator	Trainee Sewer Treatment Plant Operator

PERSON SPECIFICATION

<i>Requirement</i>	<i>Descriptor</i>
<i>Attitude to work</i>	<i>Demonstrates a positive work attitude and behaviour as well as a commitment to good work values and ethics</i>
<i>Motivation to work</i>	<i>Demonstrates a level of motivation to complete tasks at a high level and within timeframes</i>
<i>Reliability punctuality</i>	<i>Turns up to work on time each day ready to do a good day's work</i>
<i>Willingness to learn</i>	<i>Is willing to learn new tasks every day and adapts well to change</i>
<i>Ability to give and receive feedback</i>	<i>Is confident and able to speak up as part of a team as well as be able to receive and accept feedback as part of learning</i>
<i>Following procedures and protocols</i>	<i>Can follow clear directions and instructions as well as procedures and protocols.</i>
<i>Completion of study</i>	<i>A demonstrated interest and ability to learn the specific requirements of the traineeship whilst working on the job</i>
<i>Licence</i>	<i>A provisional license is preferred. Council will consider L's in line with age</i>

WHY IS THIS ROLE SO IMPORTANT

The aim of this position is to assist in all areas of Council's Sewer Treatment Plant to ensure the effective, efficient, safe and reliable operations of the plant, pumping stations and sewer reticulation system on a day-to-day basis in line with compliance, regulation and legislative standards.

This position will also assist the Team Leader Sewer Treatment Plant and the operators with all testing and reporting to external authorities to support compliance with best practice water principles.

POSITION RESPONSIBILITIES

- Demonstrated interest in Water Operations, Sewer and Construction;
- Willingness and capability to undertake formal study in the Certificate III Water (Wastewater Operations);
- Proven Intermediate Level Mathematics ability;
- Demonstrated can-do attitude with a willingness to work as a team member
- Demonstrated high-level motivation to achieve results
- Demonstrates a model behaviour in all aspects of school, work and community
- Demonstrated effective written and verbal communication skills
- Workcover Work Health and Safety General Construction Induction
- Class C (Standard) Drivers Licence.

POSITION RESPONSIBILITIES

- Assist the Team Leader Sewer Treatment Plant and operators in the day-to-day operation, maintenance and repair of Council's Sewer Treatment Plant, sewer reticulation system, pump stations and infrastructure to ensure continuity of service and the effective operation in compliance with best practice Guidelines;
- Assist the Team Leader Water/Sewer Projects by undertaking a range of activities to support the completion of capital works projects in compliance with relevant standards and direction;
- Assist the sewer plant operators to undertake sewer reticulation maintenance work as required in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction to ensure continuity of service;
- Assist the sewer plant operators to undertake a range of water sample testing and laboratory procedures related to the sewer system to ensure compliance with regulatory standards, and laws;
- Assist the sewer plant operators undertake monitoring activities of the local water ecosystem including liaison and reporting to external stakeholders;
- Assist the sewer plant operators in the diagnosis and rectification of any water quality issues through the application of mathematical equations and the Water Chemistry Guidelines;
- Assist the Team Leader Sewer Treatment Plant and operator with the ordering of supplies to ensure the smooth operation of the sewer treatment plant;

- 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 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 Sewer Treatment Plant prepare correspondence and reports to Council and other external Government Authorities.

Organisation – Operations

- 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 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 affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Water	Support, knowledge and guidance
Supervisor Quality and Compliance	Support, knowledge and guidance
Team Leader Sewer Treatment Plant; team Leader Water/Sewer Projects	Supervisor – Direction, Support and Guidance
Water Team Members	Colleague - Support, knowledge and guidance
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training.
Council Staff	Colleagues - Support, knowledge and guidance
External	
External Stakeholders - EPA, NSW Office Water, NSW Health	Compliance with industry Standards and legislation
Training Facilitator	In the completion of Training and certifications

POSITION CAPABILITIES

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

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation.

Equipment required for the position

- Man-down pendant or similar device for remote work.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No