

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	Adverse Working Condition Allowance

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.

PRIMARY PURPOSE OF THE POSITION

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.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
Assist with regular and high quality maintenance and operations of the sewer treatment plant, pumping stations, sludge and lagoons and sewer reticulation infrastructure.	40
Assist with a range of project based work in the improvement and quality management of the plant as well as sewerage infrastructure project labour.	40
Professional Development – Traineeship requirements	20

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





- Contribute to reviews and status of the Community Strategic Plan and Delivery Program.
- Prepare and report on Operational Plan activities related to the Water Section;
- Ensuring 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.
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
- 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. Where necessary correction is outside of the position's authority, refer the matter to the relevant Director or Manager People and Strategy;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council's strategic goals;
- Compliance with all Councils Policies and Procedures and Code of Conduct;
- Complete other duties as directed by the Manager Water;
- Undertaking 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 Water	Support, knowledge and guidance
Team Leader Sewer Treatment Plant; Water/Sewer Projects	Supervisor
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	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Works Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

Essential

- 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 ability to apply mathematic equations to work related duties
- Interest and drive to learn about the water and wastewater industry in Australia and its application to best practice water quality guidelines
- Proven ability to participate effectively as a team member.
- Organisational skills with the ability to prioritise multiple work tasks.
- Effective written and oral communication skills with experience relating to people at all levels.
- Class C (Standard) Drivers Licence

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