

## Position Description

<b>Position Title</b>	<b>Trainee Water Operator</b>
Position Code	ENG036
Department	Engineering
Division	Water
Reports To	Team Leader Reticulation / Team Leader Water Filtration Plant
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.

The traineeship will also be comprised of rotations across the three (3) water sections over the two year period. This rotation will consist of the following:

#### 1<sup>st</sup> 6-months

One month full-time Water Filtration Plant;  
2-weeks Water Reticulation;  
2-weeks Water/Sewer Projects;

#### 2<sup>nd</sup> 6-months

Full time Water Filtration Plant + sporadic Water Reticulation and Water/Sewer Projects;

#### Final 12 months

One month full-time Water Filtration Plant;  
2-weeks Water Reticulation;  
2-weeks Water/Sewer Projects;

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to assist in all areas of Council's Water Operations within the Forbes Local Government Area. The primary focus will be for to assist, learn and become competent in the operations, maintenance and repair of Council's Water Treatment Facility and Council's Water and Sewer Reticulation Infrastructure.

This position will also assist the Water Filtration team and the Reticulation Team with all testing as 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 water treatment plant, pumping stations, storage tanks, sludge and lagoons, ensuring compliance with legislation – across Councils entire network.	40
Assist with a range of project based work associated with the construction of the water and sewer system infrastructure	40
Professional Development – Traineeship requirements	20

## POSITION RESPONSIBILITIES

- Assist the Team Leader Water Filtration, Team Leader Water Reticulation and operators in the day to day operation, maintenance and repair of Council's Water Filtration Plant, metering systems, water reticulation system, pump stations and water storage reservoirs to ensure continuity of service and the effective operation in compliance with best practice Quality Drinking Water 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 operators to undertake water and sewer reticulation maintenance work and metering systems work as required in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards including the construction of water mains and fittings as required to ensure continuity of service;
- Assist the operators in performing water reticulation and operation maintenance activities in a 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;
- Assist the water reticulation and water filtration teams undertake a range of water sample testing and laboratory procedures related to the water supply system and sewer system to ensure the supply of safe water in compliance with regulatory standards, laws as well as compliance with Quality Drinking Water Guidelines. This includes:
  - Bactological/Chemical Testing;
  - Emergency bactological testing;
  - Daily monitoring and testing of the plant (NSW Health and NSW Office of Water);
  - Fluoride Testing;
  - EPA Reporting;
  - Residuals
- Assist the operators undertake monitoring activities of Lake Forbes storage, and regulate levels on advisement including liaison with internal stakeholders on specific activities;
- Assist the water filtration operators in the diagnosis and rectification of any water quality issues through the application of mathematical equations and the Water Chemistry Guidelines;

- Assist the operators perform water meter readings and undertake restriction and/or termination of consumer services as directed;
- Assist the operators install consumer services and meters as required to Council and industry standards;
- Assist the Team Leader Water Reticulation, Team Leader Water Filtration Plant and the Team Leader Water / Sewer Projects with the ordering of supplies to ensure the smooth operation of the water reticulation, water filtration and the capital project activities;
- 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 Water Reticulation and Team Leader Filtration 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 Water Filtration 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 Water Reticulation; Water Filtration; 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, Reticulation and Construction;
- Willingness and capability to undertake formal study in the Certificate III Water Operations;
- Proven Intermediate Level Mathematics ability;
- Demonstrated ability to apply mathematic equations to work related duties
- Interest and drive to learn about the water 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