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| **Water & Wastewater Trainee – Jindera** |

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| **Incumbent** | **Vacant** |

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| **Department** | Engineering |

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| **Main Purpose**  **of the Role** | The Trainee Water and Wastewater Operator will learn and develop a range of skills to support their completion of a Certificate III in Water Industry Operations.  The role will support the Overseer Water and Wastewater, and the Water and Wastewater Treatment Plant Operators by assisting with monitoring, operation, maintenance, repair and optimisation of Greater Hume Council’s water and wastewater treatment plants, pumping stations, service reservoirs and reticulation networks in accordance with all relevant regulatory and compliance standards including NSW EPA and DCCEEW-Water discharge licenses.  To undertake studies associated with the completion of an approved Traineeship and course through a registered training provider such as TAFE.  To promote the image of Council as being caring, courteous and efficient. |

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| **Reports to** | Overseer – Water & Wastewater |

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| **Staff Supervised** | Nil. |

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| **Hours of Work** | Full Time – 38 hours per week. 9 Day Fortnight Working Arrangement |

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| **Salary** | **Grade** | T4 | **Band** | 1 | **Level** | 1 | **Step** |  |

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| **Last Reviewed** | 20 January 2025 |

NOTE: This is a minimum 2-year appointment. Employment beyond this time is not guaranteed.

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| **Part 1 – Operational Duties** |

* Participate in on-the-job training by assisting with a variety of routine Water & Wastewater tasks involving Council’s water and wastewater treatment, network and infrastructure assets
* Undertake formal training in accordance with an agreed Training Agent
* Provide assistance in the operation and maintenance of Water and Wastewater facilities as directed, including taking corrective action in response to test results and operating issues
* Assist with sample collection, testing and analysis to monitor and manage treatment plant operations.
* Assist with record and update plant, pumping station, reservoir and reticulation operational and performance data and maintain daily logs of plant operations, relevant test results, scheduled maintenance and plant performance records.
* Use SCADA systems to monitor and control treatment processes and network operations.
* Under supervision, operate plant, equipment and vehicles used in the carrying out of assigned tasks in a safe and efficient manner, in compliance with relevant laws and regulations and with regard to the safety of the public and other staff
* Operate small plant and equipment including hand and power tools
* Maintain accurate records such as timesheets, work program documentation and plant usage sheets as directed
* Maintain grounds, buildings and vehicles in a clean and tidy manner
* To be primarily based at Jindera however, as directed by the Overseer Water & Wastewater your attendance will be required at other locations to assist Water & Wastewater staff with the same start and finish times to apply
* Work within Council’s safety policies and wear all personal safety equipment as provided
* Observe requirements of the WHS Legislation, relevant to the job and adhere to Greater Hume Council’s Policies and Procedures regarding WHS.
* Observe appropriate Greater Hume Council Policies and Procedures regarding day to day operations including Equal Employment Opportunity policies and Greater Hume Council's Code of Conduct.
* Be available to attend water supply and sewerage emergency out of hours calls and participate in on-call and scheduled overtime when rostered (minimum skill and competence requirements must be achieved)
* Perform other tasks or duties as directed by the Supervisor which are within the limits of the Trainee's skill, competence and training.

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| **Part 2 – Award Skill Descriptors** |

**Authority and Accountability**

The position requires the ability to complete basic tasks with work closely monitored by the team leader or supervisor.

**Judgement and Problem Solving**

Judgement is limited and coordinated by other workers.

**Specialist Knowledge and Skills**

Specialist knowledge and skills are obtained through on-the-job training and employer-based induction training. Off-the-job training may lead to trade, technical or professional qualifications.

**Management Skills**

The job holder is responsible for own work and not normally required to direct or supervise other personnel.

**Interpersonal Skills**

Expected to co-operate with co-workers in creating smooth workflow, including assisting with each other’s work when necessary.

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| **Part 3 – Skills, Qualifications and Experience** |

**Essential Criteria for Appointment**

* Completion of Year 12 Higher School Certificate or equivalent
* Genuine interest in Water & Wastewater activities and a willingness to develop skills and knowledge in this trade
* Demonstrated commitment to the successful completion of relevant tertiary qualifications on a part-time basis through a registered training organisation such as TAFE
* Sound written and verbal communication skills, with the ability to listen and follow instructions and to communicate effectively with a wide and diverse group of people
* High degree of personal initiative and career drive
* Basic computer skills and proficiency in Microsoft Office 365 applications
* National WHS Construction Induction (White Card) or ability to obtain prior to commencement of the position
* Class C Drivers Licence or Provisional Licence.

**Desirable Criteria for Appointment**

* High aptitude in mathematics and mechanics
* Strong attention to detail and ability to problem solve
* Previous completion of a schools based traineeship, Certificate II/III course or equivalent
* Certification in Confined Spaces Entry or be able to undertake training
* Class Medium Rigid Drivers License (MR) or be able to undertake training when age limitations are met
* Previous experience related to Water and/or Wastewater Treatment Plant operations and reticulation maintenance

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| **Part 4 – Risk & WHS Responsibilities Accountabilities and Authorities** |

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

**RWHS Responsibilities**

* Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
* Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
* Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
* Work towards achieving set RWHS targets and target completion times
* Support Rehabilitation in the workplace
* Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
* Participate in workplace RWHS inspections
* Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
* Ensure any RWHS Records are created and maintained in accordance with Council’s policies and procedures
* Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures.

**RWHS Accountabilities**

* Following all Council Safe Work Practices and Procedures
* Reporting all incidents, accidents and injuries prior to completion of work on the day
* Participating in Team meetings
* Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
* Attending all compulsory and relevant training.

**RWHS Authorities**

* To fix any problems/hazards within your scope of responsibility and financial delegation
* To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

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| **Part 5 – Critical Physical Factors and Workplace Environment** |

**Critical Physical Factors**

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

* Ability to swim
* Ability to lift 25kgs from ground height frequently
* Ability to lift 15kgs overhead
* Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
* Capacity for work in trenches and the capacity for sustained kneeling, squatting and bending to manipulate tools and equipment in a restricted work space
* Capacity for sustained overhead work and the ability to reach above shoulder height to manipulate tools whilst working in restricted work spaces for periods of 5 minutes
* Ability to repetitively climb over and under machinery
* Ability to stand for constant periods
* Ability to walk and carry tools and equipment – 15kgs
* Ability to climb ladders and/or steps to access machinery or to into or out of excavations frequently
* Ability to walk on both even and uneven ground
* Ability to push loaded wheelbarrow over uneven ground
* Capacity for frequent and repetitive light tool work involving hand twisting, hammering, hand sawing for periods of 10 minutes
* Adequate hand grip and finger dexterity to maintain various types of grips
* Capacity to move frequently between standing, kneeling, squatting and lying
* Ability to flex, extend and rotate neck and lower back frequently.

**Work Environment**

* Outdoors in all weather conditions including heat, cold, wet.
* Outdoors – sunlight and ultra violet exposure
* Dust, fumes etc. from operating machinery
* Noise from operating machinery
* Exposure to oils, greases and fuels.

**Work Hazards**

* Heights - up to 30m above ground.
* Depths - up to 8m below ground.
* Confined spaces - manholes up to 8m deep.
* Chemicals - chlorines and other chemicals associated with water treatment.
* Gas – reticulation and treatment works.
* Electricity - energy supplies to pumps, etc.
* Underground electrical cables/Telstra.
* Mechanical - pumps and machinery.
* Travel - work sites are located throughout the Shire.
* Water - proximity to water 30m deep.
* Sewerage - immersion of protected body.
* Traffic - work is generally on trafficked roads and can be in the vicinity of earthmoving plant, specialist tools, chainsaws, power tools, etc.

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| **Part 6 – Miscellaneous** |

**Delegations**

Nil.

**Special Conditions of Employment**

* The preferred applicant will be required to enrol and study towards TAFE level qualifications in Water & Wastewater
* The position is for a temporary period of 2 years based on the nominal part-time duration of the relevant TAFE course
* In special circumstances, maybe required to work overtime to provide assistance (if available).
* Serology and Vaccination/s recommended for this position include:
  + Tetanus; Hepatitis A & B (Twinrix).
* Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
  + Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
  + Bi - Annual Audiometric (hearing) Testing;
  + Bi - Annual Skin Checks
* All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy
* Additional Health monitoring recommended for this position include:
  + Bi Annual Asbestos Medical

**Additional Duties**

As required.