

Position Description

POSITION TITLE:	Water Industry Operations Trainee
DEPARTMENT:	Engineering Services
SECTION:	Water and Sewerage
CLASSIFICATION:	Band 1 Level 1
REPORTS TO:	Water and Sewer Supervisor
DATE OF LAST REVIEW:	2 June 2025

PURPOSE OF THE POSITION

The Water and Sewer Section is responsible for the installation, repair and maintenance of Council's water and sewer assets. The trainees associated with the Operations and Construction area will gain appropriate knowledge and develop work skills while assist with the installation, building and operations of major Water and Sewer assets to provide a sound infrastructure, allowing for the provision of a quality water and sewer service that meets community needs.

SELECTION CRITERIA

Essential

1. Completion of secondary education.
2. Good interpersonal and customer service skills.
3. Basic literacy and numeracy skills.
4. Ability and willingness to work harmoniously in a team environment.
5. Ability and willingness to undertake physical labouring tasks and work in water and sewerage environment.
6. Commitment and ability to successfully complete the practical and theoretical components of the traineeship.
7. Current Class C driver's licence with willingness and ability to obtain an LR/MR licence during the traineeship.
8. High standard of personal hygiene.
9. Knowledge of or the ability to learn and comply with WHS requirements, legislation and Council's WHS policies and procedures.

Desirable

10. SafeWork NSW approved WHS Induction Construction certificate.
11. Sound computer literacy skills.
12. Aptitude with electrical and mechanical tools.

KEY RESPONSIBILITIES

- Under supervision:
 - Assist in the construction, operation and maintenance of water infrastructure and sewage systems. This will include physical labouring tasks.
 - Assist in servicing and installation of water and sewer property connections. This will include physical labouring tasks.
 - Assist in carrying out sampling and testing as required.
 - Successfully complete all practical and theoretical components of traineeship including any compulsory attendance at TAFE or other training provider and any additional training such as confined space, WHS construction induction, traffic control.
 - Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
- Keep records of work carried out including daily running sheets
- Record all daily works in a diary
- Complete daily timesheet and plant sheet
- Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the relevant Coordinator and/or Depot Coordinator
- This position requires the person to work in dirty environments with sewerage and treated waters. It also will be required to work in muddy trenches, repairing broken water mains and sewer pipes. As part of Council's duty of care, it is essential that the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where applicants are not currently immunised they must be willing to complete course of vaccinations provided by Council.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Under instruction, operation and maintenance of water infrastructure and sewage systems is carried out in an efficient and safe manner.
- Water and sewer property connections meet customer requirements and Council standards.
- Under instruction, ensure sampling and testing is carried out by applying the correct method.
- Satisfactory performance achieved in the learning outcomes of the traineeship.
- Legal requirements met and Council's WHS policies and procedures complied with.

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: