Upper Lachlan Shire Council

Position	Trainee Water and Sewer Service Operator
Reports to	Manager Water, Waste & Sewer
Group	Environmental and Planning
Date revised	October 2026

Primary Purpose
To assist in the operation and monitoring of Council's treatment plants and associated infrastructure in accordance with legislative and regulatory requirements whilst developing skills in the water industry.

Council Values
Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities
- Assist in the efficient and effective operation of Council's treatment plants, and associated infrastructure, in accordance with legislative and regulatory requirements and Council policies and procedures.
- Assist in maintaining daily logs and registers of operational information and data.
- Assist in carrying out plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance of treatment plants.
- Assist in the collection of water samples in order to monitor and adjust treatment plant performance.
- Undertake formal learning and on-the-job training to support the development of appropriate knowledge and skills.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.
- Assist with reticulation network maintenance, sewer pump stations, water pump stations, reservoirs and dams work.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	**External**
Water, Sewage and Waste team	Community members
Other staff	Registered Training Provider (RTO)

Essential Criteria

1. School certificate.
2. Eligibility to complete Department of Planning, Infrastructure and Environment (DCCEEW) Training Courses
3. An interest in the water industry and becoming a qualified water and sewer operator.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Possess basic computer skills in Microsoft Office Word, Excel and Outlook.
6. Driver licence Class C OR NSW Provisional License (Manual)
7. Willingness to work after hours, including evenings and weekends as required.

Desirable Criteria

1. WHS General Construction Induction (White) card.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)	Signature	Date

SALARY PROGRESSION CRITERIA

Water & Sewer Operator - Trainee

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Knowledge of WH&S and WorkCover regulations in relation to Water & Wastewater treatment plant operations and public safety.
2	Ability to install and repair pipes, mains and fittings associated with water and wastewater assets
3	Competency for potable water sample testing and process
4	Have Asbestos Awareness Certificate
5	Competency for wastewater sample testing and process

STEP 2	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills. When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Have MR License
2	Have achieved competency in installation of new water service including
3	Have achieved competency in hydrant, stop valve inspections and uploading data onto council electronic form
4	Competency in use of Backhoe / Front end loader – VOC council
5	Have accredited hazardous substance training
6	Have confined space operations certificate
7	Competency operating sewer jetter

STEP 3	
Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills. When the jobholder demonstrates the achievement of all skills in Step 3, they are eligible for an increase in their rate of pay.	
1	DCCEEW Water I completion
2	DCCEEW Sewer I completion I
3	Having successfully completed algae identification and treatment course and apply to workplace as required
4	Understand asset management concept and commence applying to workplace situation.
5	Ability to use telemetry equipment, extract data and prepare reports using same.
6	Ability to operate water treatment plants
7	Ability to operate sewer treatment plants

STEP 4	
Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills. When the jobholder demonstrates the achievement of all skills in Step 4, they are eligible for an increase in their rate of pay.	
1	DCCEEW Water II completion
2	DCCEEW Water II completion
3	Dam Safety Training completion
4	NSW Health Fluoride Plant Operators Certificate

STEP MAXIMUM COMPETENCIES REQUIREMENT

To achieve Step Maximum Competencies the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum Competencies will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Competencies will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Competencies.

Note: Competencies will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps