



Treatment Plant Operations Trainee POSITION DESCRIPTION

Position Number:	3677
Portfolio:	Infrastructure
Business Unit:	Water and Waste Operations
Team:	Treatment Operations
Position Status:	Temporary Full Time (2 years)
Classification:	Order – Apprentices and Trainees’ Wages and Conditions.
Reports To:	Coordinator Water and Sewerage Process Operations
Revised:	October 2024

General Position Statement:

This position supports Council’s direction by providing an opportunity for the apprentice to develop the skills, knowledge and attributes necessary for the completion of a traineeship in water industry operations while assisting the Treatment Operations Team to provide effective and efficient operation and monitoring of water and/or sewerage treatment plant processes and infrastructure.

Specific Responsibilities:

This position has the following responsibilities:

1. Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions and meeting the requirements of the Training Plan.
2. Assist the Treatment Plant Operators in the delivery of effective and efficient operation of water and/or sewerage treatment process plants and associated infrastructure.
3. Complete relevant training records on schedule and as directed.
4. Develop skills in the monitoring and analysis of water and/or sewerage treatment plant processes and the status of other key water and wastewater system assets.
5. Develop an understanding of internal operational standards along with national and state guidelines and regulatory requirements relevant to Council’s treatment operations.



6. Assist with recording and collating operational and process performance data for internal and external reporting requirements.
7. Assist with sampling and testing of water and waste water treatment plants.
8. Assist the Treatment Plant Operators to carry out plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance at treatment plants.
9. Carry out duties in accordance with Council's Workplace Health and Safety Policy including attendance at tool box talks.
10. Use, handle and store chemicals in accordance with workplace health and safety requirements.
11. Contribute to a customer service focussed culture that is committed to Council's values and strategic objectives.
12. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
13. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
14. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. A genuine interest in the treatment of drinking water and wastewater.
2. Ability to complete relevant national competency standards and training plans.
3. Ability to work within a team environment.
4. A sound level of interpersonal skills relevant to the position and strongly focused on the provision of quality customer services.
5. Ability to accurately complete / follow instructions and prioritise tasks.
6. Developing knowledge of work practices and policies relevant to the section / unit.

Mandatory Qualifications, Licences and Experience

1. Sound level of literacy and numeracy skills.
2. Possess and maintain a current provisional or open motor vehicle driver licence (or ability to obtain provisional licence within 6 months once eligible).
3. Possess or have the ability to obtain Construction Industry White Card.





Desirable Qualifications, Licences and Experience

1. Underpinning skills as specified in the relevant competency standards.
2. Possess basic mechanical skills to carry out preventative maintenance on plant components.
3. Possess an interest in laboratory techniques and chemistry / microbiology.
4. Demonstrated computer skills.
5. Experience / understanding of a local government environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Ability to be immunised against Hepatitis A&B and Tetanus.
6. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
7. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
8. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms



of force constantly to move objects. Physical demand requirements are in excess of those for light work”.

9. During the course of normal duties the incumbent may be required to perform:
- Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally and 35 kg rarely;
 - Repetitive and sustained bending and stooped positions;
 - Working in awkward postures, and occasionally in confined spaces;
 - Constant handling of equipment, tools and materials;
 - Constant static and dynamic balance.
 - Constant dynamic standing/walking;

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager Infrastructure
Signature:	
Date:	9 October 2024
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.