



Position Description

A. POSITION PROFILE

Position:

Trainee Water & Sewer Attendant

Position Evaluation:

Award: Band - Trainee

Salary System Grade: Trainee 2 years

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
2-year Appointment*

Additional Benefits:

*Nine Day Fortnight
12% Superannuation*

Position Occupant:

Vacant

Department:

Engineering Cootamundra

Section/Group:

Water & Sewer

Location:

Cootamundra Gundagai

Direct Supervisor:

Water & Sewer Foreman (Cootamundra)

Number of staff supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Assist with water & sewer work whilst undertaking the on-the-job training component of a traineeship and learning water and sewer skills in the Local Government environment.

C. KEY RESPONSIBILITIES

1. Provide support for works undertaken by the Water & Sewer team.
2. Attend off-the-job structured training as required by the Training Agreement for the Traineeship, and other short courses as identified.
3. Participate in a team environment by performing tasks within the Water and Sewer section.
4. Deliver quality customer service to both external and internal customers.
5. Carry out any other duties that are within the limits of the employees' skill, competence, and training.
6. Abide by legislation and policy regarding Work Health & Safety, Environmental, Equal Employment Opportunity, Privacy and the Local Government Act and regulations and authorising bodies.

D. DUTIES

Duties will vary over the duration of the Traineeship and will be reviewed as the Trainee develops skills, knowledge, and experience. Flexibility is a requirement of the position and progress to new duties will be related to subjects completed over the course of study.

POSITION NUMBER

DATE ADOPTED:
09/18

APPROVED BY:
GM

LAST REVIEWED:
07/25

Local Government Water & Sewer

- Assist in routine maintenance and repair of water and sewerage to Councils Water and Sewer assets.
- Assist with inspection/monitoring of water and sewer wells and associated infrastructure.
- Assist with water and mains as well as Sewerage manholes and mains and report on condition.
- Assist with Installation of new and replacement water supply and sewerage mains.
- Attend sewer chokes and burst mains, repair and follow up/clean up.
- Liaise with public and other staff as and when required.
- Hygiene clean-up of burst mains and sewer overflows; system flushing as required, maintain system integrity.
- Weekend on call on a rotation roster after suitable orientation period and experience.
- Aid the Water and Sewer Team as required.
- Prepare worksite for safe work operations, locating all utility services prior to excavation using Dial before You Dig service and implementing Traffic Control Plans.
- Operate mobile plant and trucks as required and to the level of training and licensing attained.
- Carry out any other duties that are within the limits of the employees' skill, competence, and training.

Communication and Teamwork

- Provide written and verbal information and explain situations.
- Participate in regular team meetings.
- Participate in the development and implementation of team plans.
- Participate in multi skilling of identified tasks of the team.
- Undertake relief duties of other team members as required and depending on experience.

Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Promote and participate in efforts to raise service standards through continuous improvement initiatives.
- Attend to enquiries from internal and external customers promptly and professionally and in accordance with Council's Code of Conduct and Service and Communications Policy.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers.

Legislation

- Exercise duty of care for the health and safety of themselves and others.
- Cooperate and comply with Council's WHS Policy and Program.
- Report all incidents, accidents, illnesses and any risks to health and safety.
- Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination.
- Promote and comply with equity, diversity and EEO policies and initiatives in the workplace.
- Ensure that all requirements of the Local Government Act, regulations and authorising bodies are complied with.

E. ESSENTIAL CRITERIA

1. Demonstrated genuine interest in Water & Sewer.
2. Eligibility for Australian Apprenticeship registration in accordance with the Training Services NSW requirements.
3. Minimum Year 10 Record of School Achievement or equivalent with demonstrated aptitudes in Mathematics, Science and English.
4. Commitment to ongoing training and personal development.
5. Demonstrated verbal and written communication skills.
6. Proven ability to interact courteously and effectively in a range of situations.
7. Proven ability to work effectively in a team environment.
8. Current Drivers licence (or ability and commitment to obtain one within the year).
9. Ability to undertake heavy manual work and willingness to work out of doors in all weather conditions.
10. WorkCover General Induction for Construction Work training (White Card)
11. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Certification in Confined Spaces Entry or be able to undertake training.
2. Understanding of the role, procedures, and functions of local government.

G. OVERVIEW OF TRAINEESHIP

This position offers an opportunity to acquire a rewarding and challenging career within the Local Government sector.

The Trainee will undertake studies at Certificate III in Water & Sewer Operations.

Commitment to ongoing formal on/off-the-job study is an essential requirement of the position.

This position is a minimum appointment for a period of up to two (2) years. Employment beyond the term of the Traineeship, i.e., 2 years is not guaranteed.

The position is based within in the Engineering Department; however, the incumbent may liaise with other Departments to gain knowledge which will enable them to understand the full range of services provided by Council which are relevant to the successful undertaking of their duties.

The position attracts financial support with subsidised fees and generous leave provisions in accordance with Council's Staff Training and Development Policy.

The Trainee will work alongside professionally qualified staff to gain on-the-job experience and expertise. In the initial stages, the Trainee will be closely supervised and will become increasingly independent in their work as they gain experience and progress.

The Position Description provides more details regarding the primary duties and functions, qualifications, and experience requirements.