

POSITION DESCRIPTION

Position Title:	Water and Wastewater Operations (Treatment) Trainee
Position Number/s:	INF-L50
Employment Type:	Full time limited tenure for up to twenty-four (24) months
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Order – Apprentices' and Trainees' Wages and Conditions (excluding certain Queensland Government Entities) 2003
Classification:	Trainee
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under supervision, the Water and Wastewater Operations (Treatment) Trainee will learn and develop a range of skills and competencies to support their completion of a Certificate III in Water Industry Operations through formal and on the job learning activities. The Trainee position will assist with the operation and maintenance of Council's Water Treatment Plant, Weir Pumping Station and Sewage Treatment Plant including planned and responsive activities

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Water and Wastewater Treatment Plant Operator
Directly Supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

KEY RESPONSIBILITIES

1. Under supervision, undertake a range of activities to ensure effective daily operation and monitoring of the treatment facility, including regular reporting. Carry out manual tasks as required.
2. Assist in undertaking tasks as directed and supervised to operate Council's water and wastewater treatment plant to ensure compliance with Australian drinking water Guidelines.
3. Attend and participate in structured formal learning relevant to Water Industry Treatment at a nominated Registered Training Organisation.
4. Complete the requirements of a relevant Certificate III which requires a commitment to studying on the incumbent's own time.
5. Undertake allocated tasks effectively and efficiently, within established time objectives as required/directed, demonstrating attention to detail.
6. Ensure good interaction and communication with stakeholders.
7. Follow guidance and direction, required to ensure work is performed in accordance with safety, technical and operational specifications and standards.
8. Actively participate in team and safety meetings and contribute to the development and implementation of performance improvement initiatives.

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9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Effective and efficient time management skills with the ability to apply attention to detail.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Ability to work effectively in a small team, in a professional and positive manner.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
Sound computer skills.

Desirable:

- General Knowledge or previous exposure to the operation and maintenance of water and wastewater treatment plants.

| Education/Qualifications |

Essential:

- Minimum completion of Year 10 or equivalent with sound results in Mathematics and English.

Desirable:

- General Safety Induction Certificate (Construction Industry) "Blue/White Card".

| Licences |

Essential:

- Minimum of Queensland Provisional ('P' Plate) 'C' class drivers' licence (or ability to obtain).

Desirable:

- Possession and maintenance of a Queensland 'C' class drivers' licence (or higher).

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____