

## INFORMATION PACKAGE

### POSITIONS VACANT

### WATER INDUSTRY OPERATIONS TRAINEE (2 YEARS)

#### 5 TRAINEESHIPS

2 POSITIONS BASED FROM BATEMANS BAY

1 POSITION BASED FROM TOMAKIN

1 POSITION BASED FROM MORUYA

1 POSITION BASED FROM NAROOMA

**CLOSING DATE: 4.30PM MONDAY 21 SEPTEMBER 2020**

**REF: ESC336**

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Eurobodalla Shire Council  
PO Box 99  
MORUYA NSW 2537

Telephone: (02) 4474 1016  
Facsimile: (02) 4474 1212  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Ken Murphy on 0418 412 909



## Important Information

Use our on-line application system to apply for these positions. This can be accessed through the *Jobs at Council* section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

### Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

### Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

### School reports – if required

If you have completed schooling within the last 5 years your most recent school report should form a part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

### Referees

- If you are a recent school leaver (ie. If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

### Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Overview of Water Industry Operations Traineeships

The Water & Sewer section of Council is responsible for providing quality water and sewer services that meets the community's needs. The Operations area is involved with the operation, repair and maintenance of Council's water and sewer systems. Construction teams work on installing and replacing water and sewer assets and infrastructure. Sewage treatment is also a part of Council's responsibility. These traineeships assist the operators and provide opportunities to gain experience across a range of water and sewer activities.

### Training

Trainees will enter into a training contract to complete a Certificate III in Water Operations with a Registered Training Organisation. It is anticipated that delivery of the training will be through a combination of on-the-job training and required study through a Registered Training Organisation. They may also be required to complete other accredited training which may include Confined Spaces and First Aid accreditation.

The successful applicant will need to complete both on-the-job and off-the-job components of the traineeship.

### Uniform

A Council uniform including safety boots will be provided and must be worn whilst at work.

### Locations

Each trainee will be based from the specific location indicated (ie Batemans Bay, Tomakin, Moruya or Narooma) and will be required to work at various locations across the Shire. In addition, trainees in these roles could expect to rotate through some of the other areas to gain broader experience.

## Position Description

# Water Industry Operations Trainees

<b>Division</b>	Water & Sewer Operations
<b>Location</b>	2 positions based from Batemans Bay 1 position based from Tomakin 1 position based from Moruya 1 position based from Narooma
<b>Classification/Grade/Band</b>	Trainee
<b>Date position description approved</b>	13 August 2020

## Council overview

Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

## Council values

The guiding principles of collaboration, respect, teamwork, professionalism and openness and trust define how Eurobodalla Shire strengthens its working environment to deliver on the aspirations of our community.

Council is committed to a safe and mentally and physically healthy workplace environment.

We are proud to be an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## Primary purpose of the position

To gain skills, experience and qualifications in water and sewer operations by assisting with the construction, operation and maintenance of water infrastructure and sewage systems that provide quality services for the community while completing a Certificate III in Water Industry Operations.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all practical and theoretical components of the traineeship.
- Work in an efficient and safe manner to assist with the construction, operation and maintenance of water infrastructure and sewage systems.
- Assist with servicing and installation of water and sewer property connections to meet customer requirements and Council standards.

## Key challenges

- Maintaining health and safety standards at the workplace; this position requires the trainee to undertake physical labouring work in dirty environments with water and sewage, muddy trenches and treated waters.
- Completing daily work commitments and off the job training.

## Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Team Members	• Work collaboratively and support team members to contribute to the delivery of quality water and sewer services.

## Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor and other team members.

## Reports to

Water and Sewer Supervisor





## Essential requirements

- Ability to undertake physical labouring tasks in dirty environments.
- Current Class C driver's licence (or willingness and ability to obtain as soon as possible).
- Hold a WHS Induction Construction White Card prior to commencement.
- Ability to successfully complete all practical and theoretical components of traineeship including any compulsory attendance at TAFE or other training provider.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section of this document for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions.</li> <li>• Completes tasks he/she has agreed to on time.</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly.</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices.</li> <li>• Identifies and speaks up about risks in the workplace.</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, accommodation and community assets</li> </ul>

## **The Recruitment Process:**

### **Application**

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports (where required) and a resume have been provided.

### **Interview**

After the closing date, applications will be reviewed and assessed to select candidates for interview. If selected, you will be contacted by telephone by mid October 2020 to attend a face to face interview and a literacy and numeracy exercise. Literacy and numeracy exercise sessions will be held mid to late October at the main Council offices in Moruya, followed by interviews mid November.

### **Decision**

Applicants who attend an interview will be notified of the outcome by early December 2020 via telephone.

### **Additional factors**

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school (where required), work experience or out-of-school activities;
- Your referee comments.



## CONDITIONS OF EMPLOYMENT

Position Title:	Water Industry Operations Trainee
Commencement date:	Monday 8 February 2021
Completion date:	This is a 2 year traineeship opportunity with an expected completion date of Friday 3 February 2023.
Probation period:	A three month probation period applies for all traineeships. Ongoing employment is subject to successful completion of the probation period.
Award:	Local Government (State) Award 2020
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of work:	38 hours per week arranged arranged: <ul style="list-style-type: none"> <li>Monday to Thursday each week 6:55am to 4:05pm</li> <li>Friday (week 1) 6:55am to 2:05pm</li> <li>Friday (week 2) RDO</li> </ul> Travel to and from work and off-the-job training is the responsibility of the trainee.
Location:	2 x Traineeships based from the Batemans Bay Depot 1 x Traineeship based from the Moruya Sewage Treatment Plant 1 x Traineeship based from the Tomakin Sewage Treatment Plant 1 x Traineeship based from the Narooma Sewage Treatment Plant All positions are required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

<b>WAGE RATES &amp; ALLOWANCES</b>				
<b>Local Government (State) Award 2020</b>	<b>Base salary (gross per week)</b>	<b>Adverse Working Conditions Allowance (gross per week)</b>	<b>Superannuation calculated at 9.5% (gross per week)</b>	<b>Total Remuneration (gross per week)</b>
T1 at 15 year of age	\$583.50	\$16.40	\$56.99	\$656.89
T2 at 16 years of age	\$657.94	\$16.40	\$64.06	\$738.40
T3 at 17 years of age	\$724.67	\$16.40	\$70.40	\$811.47
T4 at 18 years of age or over or HSC	\$799.88	\$16.40	\$77.55	\$893.83
Further progression to T5 and above is dependent on satisfactory progress through TAFE training requirements and on the job performance				
T5	\$875.14	\$16.40	\$84.70	\$976.24
T6	\$921.70	\$16.40	\$89.12	\$1,027.22
T7	\$957.39	\$16.40	\$92.51	\$1,066.30
T8	\$999.10	\$16.40	\$96.47	\$1,111.97
T9	\$1,035.25	\$16.40	\$99.91	\$1,151.56
T10	\$1,072.46	\$16.40	\$103.44	\$1,192.30

# EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

