



Position Description

Position Summary

Position Title:	Trainee Water and Wastewater Treatment Plant Operator
Position Status:	Permanent, full time
Reports to:	Supervisor Water and Wastewater Treatment Plants
Location:	Depot Southern Cross Drive, Ballina
Applicable Grade:	Grade 4
Additional:	Female identified position Requirement to participate in on-call roster

Position Objective

- To complete a course equivalent to Certificate III in Water Industry Treatment (in both water and wastewater) with on the job mentoring.
- To support the experienced operators in operating and maintaining Council's treatment plant facilities in accordance with environmental, work health and safety and quality requirements.
- To assist provide a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.

Organisational Relationships

Within Division:	Director Civil Services Manager Water and Wastewater Treatment Plants and Capital Works Engineer Project and Operations Engineer Supervisor Water and Wastewater Treatment Plants Treatment Plant Operators Water and Wastewater staff	
Within Council:	General Manager	All Council employees
External to Council:	Members of the public Contractors	Local businesses

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of Council to the public.

Treatment Plant Operation and Maintenance

- Assist in the installation, repair, maintenance and cleaning of drinking water, recycled water and wastewater infrastructure.
- Assist with repair and maintenance on treatment plants throughout the Shire.
- Assist with routine inspections of all equipment and plant to check on its correct operation.
- Assist with sampling and testing to check on treatment standards and to record the results of all tests.
- Maintain grounds to provide a continued professional image of at the treatment plant.
- Undertake traineeship in a course equivalent to Certificate III in Water Operations with on the job mentoring.
- Carry out all other duties as may be directed and within your skills, competencies and training.

Plant and Machinery Operation

- Operate items of plant and equipment in a safe manner.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to operation.

Written Communication

- Accurately complete standard forms and paper work, such as timesheets, work orders, maintenance records and WHS related documents.
- Assist in the creation and review of working procedures.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies. This would include conducting the following at all worksites:
 - Ensuring hazard identification, risk assessments and safe work method statements are or have been conducted for all tasks.
 - Ensuring that all appropriate personal protective equipment is used at all times.
 - Ensuring that incident reports are completed for any incident/accident involving personnel or plant.
 - Ensuring that site-specific inductions are conducted including Council employees, contractors and visitors.
 - Complete pre-start safety checks on plant items and ensure safe operation of plant in accordance with Council policies and procedures.
 - Abide by Council policy to maintain a smoke free workplace by not smoking in Council offices, plant and on worksites.
 - Ensure all work is carried out in accordance with Council's Environmental Management Plan, Quality Plans and safety management documents.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect and energetic and safe.
- This is a female identified role. To be considered for employment to the position, applicants must identify as female. Do you identify as female?
- Ability to undertake Certificate III in Water Industry Treatment, Water and Wastewater Treatment Plant Operator or equivalent under a traineeship arrangement.
- Demonstrated interest, capacity and commitment to develop knowledge of water and wastewater treatment operations including adherence to regulatory, health environmental and safety requirements such knowledge under a traineeship arrangement.
- Demonstrated ability to undertake physical labouring duties.
- Proven ability to work independently and as part of a team.
- Class C driver licence with an ability to operate a manual transmission.
- Proven good communication skills both oral and written.
- Willingness and ability to work on call in accordance with roster requirements.
- Current immunisation against Hepatitis A and B or willingness to participate in an immunisation program
- Work Safely in the Construction Industry Induction ticket (white card).
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Ability, willingness and ticketed to work in Confined Spaces.
- Chemical User ticket.
- Fluoride Dosing certificate.



Information Package

Trainee Water and Wastewater Treatment Plant Operator (female identified role)

APPLICATIONS CLOSE: Friday 13 August 2021

Position Overview

Ballina Shire Council has implemented special measures to achieve gender equality in our operational workforce. As part of Council's targeted recruitment program, this role has been identified as suitable for female applicants only.

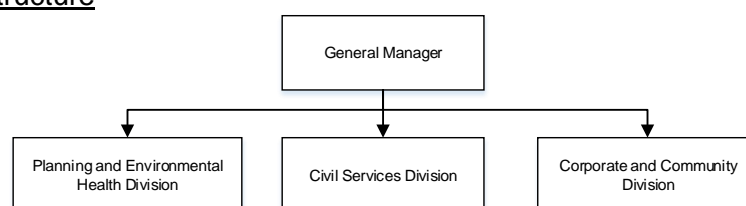
Reporting to the Supervisor Water and Wastewater Treatment Plants, you will be responsible for assisting the section to operate and maintain Council's water supply and wastewater systems. You will be based at Council's treatment plants throughout the shire and will be a member of a team comprising the Supervisor and eight Water and Wastewater Treatment Plant Operators.

The successful applicant will complete a two year traineeship undertaking a course in Water Industry Treatment (in both water and wastewater) and, subject to demonstrated competence, will progress into a Treatment Plant Operator role upon completion. On the job mentoring and support will be provided by Council's Treatment Plant Operators and Council will cover the cost of course requirements.

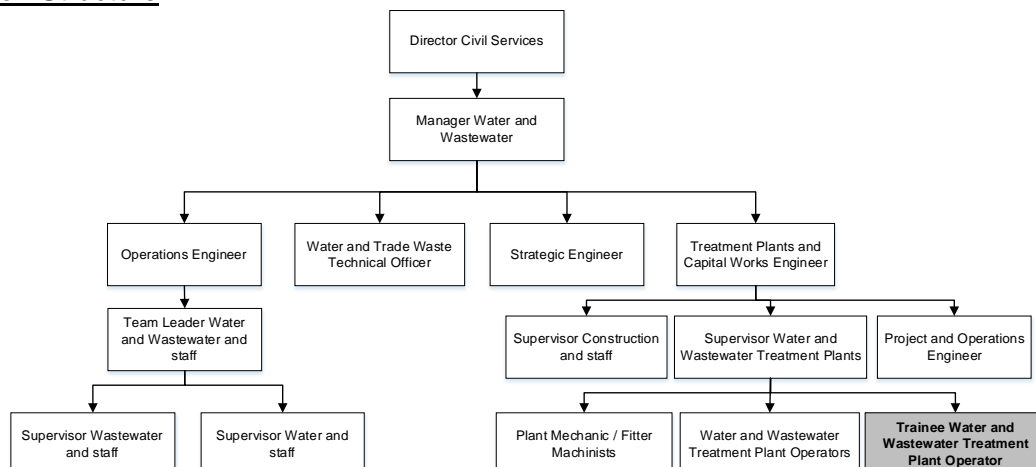
To be successful in this traineeship you will demonstrate an interest in developing a career in the field and a willingness to undertake a relevant course equivalent to Certificate III in Water Industry Treatment (in both water and wastewater). You will also demonstrate an ability to work independently and as part of a team. Applicants who have partially completed the relevant industry certificate are encouraged to apply.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Trainee Water and Wastewater Treatment Plant Operator, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Functional and Medical – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood and Urine Test – to determine immunity to Hepatitis A and Hepatitis B, and to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions pursuant to the Local Government (State) Award. The position of Trainee Water and Wastewater Treatment Plant Operator is assessed at Grade 4 under Council's salary structure, providing a commencement annual salary of \$50,500 (plus superannuation) dependent upon skills, experience and progression through the traineeship qualification. In addition to this base salary, Council will pay all costs associated with the completion of your qualifications required for this position.

Progression to a Grade 7 Treatment Plant Operator position will be based upon satisfactory completion of course requirements and application of relevant skills and competencies for the role.

In addition, employees are provided with a Council uniform and equipment to enable them to fulfil their position requirements, currently enjoy a nine day fortnight working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Trainee Water and Wastewater Treatment Plant Operator are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

<https://ballina.nsw.gov.au/careers--88>

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for the position of Trainee Water and Wastewater Treatment Plant Operator is as follows:

Closing date:	Friday 13 August 2021
Interview date:	Week commencing 30 August 2021
Pre-employment process:	Week commencing 6 September 2021
Candidates notified of outcome:	Week commencing 6 September 2021

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.