



Position Description

Non-supervisory Employees

Position Title	Trainee
Section	Utilities Operations
Division	Community Utilities
Reports to	Trade Waste Inspector
Grade	Trainee
Employment Status (FT/PT/Casual/Temp)	Full Time, Temporary

Position purpose

To learn and develop the necessary skills under supervision in order to gain Certificate III in Water Operations.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Assist with water and sewerage construction, operation and maintenance activities to achieve operational goals.
- Participate in any developed training plan as set by the training provider and achieve all training outcomes to successfully complete Certificate 3 - Water Operations training modules.
- Participate in on the job learning and carry out duties in accordance with supervisors instructions.
- Provide PMHC, training organisations or Government departments with evidence of training for the purpose of obtaining qualifications.
- Participate in toolbox talks and team meetings.
- Work safely and in accordance with WHS legislation and PMHC policies and procedures.
- Ensure that tools and equipment are regularly maintained and kept in a tidy and functional state.
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 29/10/2021

Group Manager

Terry Randall, Infrastructure Operations

Date 02/11/2021

Director

Jeffery Sharp - Community Utilities

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
