

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Water Operations (Treatment) Trainee
<b>POSITION NUMBER:</b>	1
<b>AWARD:</b>	Qld Local Government Industry (Stream B) Award
<b>CERTIFIED AGREEMENT:</b>	Central Highlands Regional Council Certified Agreement
<b>AWARD CLASSIFICATION:</b>	Training Wage Award - State
<b>REPORTS TO:</b>	Supervisor Treatment
<b>REPORTING DEPARTMENT:</b>	Infrastructure and Utilities

## POSITION OBJECTIVE

The Water Operations Trainee (Treatment) will learn and develop a range of skills to support their completion of a Certificate II in Water Operations. The role will support the Treatment Supervisor and Treatment Plant Operators in assisting with the operation of the Treatment Plants, including planned or responsive activities to the water and wastewater treatment plants, pump stations, reservoirs or sources, mechanical maintenance and electrical maintenance.

## KEY RESPONSIBILITIES

- 1. Operate and Monitor:** Undertake activities as directed to ensure effective daily operation and monitoring of treatment facilities, including regular reporting. Carry out manual works as required. This includes maintenance of grounds. Reporting includes computer logs and SWIMs reporting.
- 2. Water and Effluent Quality:** Assist in undertaking activities as directed to operate Council's water and wastewater treatment plants to ensure compliance with Australian Drinking Water Guidelines and DEHP Licence conditions.
- 3. Training and Development:** To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council, including the completion of the trainee qualification.
- 4. Safety:** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

Additionally you may be required to conduct other duties as lawfully directed by the Supervisor Treatment.

## POSITION SPECIFIC REQUIREMENTS

### Mandatory

- Minimum of Queensland C class provisional drivers licence when age eligible
- Sound written and oral communication skills.
- Competent in a wide range of Microsoft programs

### Desirable

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## CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	1
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	1
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	1
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	1
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	1
Commitment to Values	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	1
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	1

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_