

INFORMATION PACKAGE

2 YEAR TRAINEESHIP TRAINEE WATER & SEWER OPERATOR Tottenham



CLOSING DATE: Monday 5 December 2016

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Lachlan Shire Council
about
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the
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package, you

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Thank you for enquiring
this position. If, after reading

information in this

would like further information
please contact : **People and
Organisational Development**
on **(02) 6895 1900**.



Position Description

Position Title: Trainee - Water and Sewer Operator - Tottenham

Department: Infrastructure Services

Award: Local Government State Award as varied by the LSC Enterprise Agreement

Hours of Work: 38 hours per week

Responsible to: Water and Sewer Operator in Charge Tottenham / Engineer Water and Sewer/Utilities Manager

Supervises: N/A

Brief Description: This position involves a variety of duties from labouring to plant operation, but typically involves the maintenance and improvement of Council's water and sewer treatment plants and reticulation systems. To successfully complete a two year on the job traineeship via the AQF Certificate II & III Water Operations.

Multi-skilling: In accordance with the Award, the incumbent and Council are committed to improving the skill levels and removing impediments to multi-skilling and broadening the range of tasks that the employee may be required to perform. The employee will undertake duties, as directed, as qualified for.

Duties:

- In accordance with the Award, the employee is to carry out such duties that are within the limits of the employee's skill, competence and training.
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services
- Undertake duties as determined and directed by the Director Infrastructure Services
- Assist with the operation and maintenance of water filtration plants

- Carry out necessary testing of water to ensure compliance with statutory requirements.
- Assist with the operation, maintenance and repair of chemical dosing systems
- Assist with the operation and maintenance of Council's telemetry system including hardware maintenance & repair, and software fault diagnosis.
- Assist with the maintenance of sewage treatment plants and pump stations
- Testing of effluent to meet the requirements of the New South Wales Office of Water
- Assist with the maintenance and repair of water and sewer mains including rural trunk mains.
- Assist with the Maintenance and repair of water reservoirs.
- Implementation of traffic management plans

Performance Criteria:

- Ensure equipment is well maintained.
- Ensure timesheet is completed accurately and punctually.
- Ensure that work is of a high quality.
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services.
- Compliance with Council policies and procedures.
- Present a positive image of Council.
- Maintenance of a high level of confidentiality.
- Ensures that the necessary materials and equipment are on hand to complete projects.
- Level of compliance with EEO provisions.
- Cooperative liaison with other Council staff and work teams.

Workplace Health and Safety Obligations:

1. To assist Council supervisors and managers in identifying hazards at the workplace.
2. To participate in the assessment of the risks associated with the identified hazards.
3. To be involved in the development and review of risk management procedures.
4. Ensure that at the workplace, by the employee's individual actions, omission or negligence, that they do not place themselves or other persons at risk of harm or ill-health.
5. Be aware of and follow the Council's adopted risk management procedures when undertaking tasks and projects.
6. Follow the reasonable directions of supervisors and managers.
7. Not to interfere with or misuse any device or equipment that has been provided as part of a risk control measure.

8. Report as soon as practical and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the Council's capacity to ensure a safe and healthy workplace.
 9. Report as soon as practical and without undue delay any adopted matter that indicates that the risk management procedures are inadequate to control a risk.
 10. Report as soon as practical and without undue delay to supervisors any incidents or near misses that relate to occupational health and safety.
 11. In the event of a non-disturbance accident not to disturb or interfere with the accident scene other than to; rescue a person from the scene of the incident; or, take such steps as are necessary to prevent further harm to employees; or, render the scene of the accident safe for the purpose of inspection and if required WorkCover investigation.
 12. If requested respond and render assistance to any person who is working at a Council workplace who is suffering injury or illness.
- Council recognises the important contribution that employees make to ensure a safe and healthy workplace. Individual employees are required to;

1. Co-operate with Council as far as necessary to assist Council to comply with the statutory obligations under the WH&S Act 2011 and the WH&S Regulations 2012.
2. Report immediately any unsafe work practices to their supervisors.
3. Report immediately any unsafe workplace condition that could place employees and other persons at risk.
4. At all times follow the adopted risk management procedures.
5. Be a good role model to other employees in the matter of occupational health and safety.

Performance Criteria - WH&S:

- Level of compliance with Council's Work health and Safety programs and policies.
- Level of implementation and application of appropriate safety procedures programs and policies.
- Immediately attend to, including reporting of, any unsafe work practices or conditions.

Essential Criteria:

- Must hold minimum Provisional 1 Class NSW Drivers License
- Good communication skills.
- Basic reading and writing skills, including the ability to write using standard formats with some original wording.
- Basic computer skills including Microsoft applications

- Ability to work within a team environment.
- A commitment to providing good levels of customer service.
- Ability to undertake TAFE study outside office hours (in own time)

Desirable Criteria:

- Class 'MR' Drivers Licence
- Construction Induction Certificate.
- Awareness and ability to apply Council policy.
- Chainsaw certificate Level 1 and Level 2.
- Traffic Controller's (stop/slow) Certificate.
- Manual Handling.
- Chemical handling certificate.
- Current First Aid Certificate.
- Workplace Health and Safety Training

Indicative Training:

Training for the position shall be based upon firstly to meet the essential criteria identified for the position to bring the employee up to the identified minimum level then to meet the desirable criteria and other training targets identified with the supervisor.

Incumbent:

Date:

Director Infrastructure Services:

Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.

CONDITIONS OF EMPLOYMENT

Position Title: Trainee - Water & Sewer Operator -
Tottenham

Grading: Grading will be commensurate with experience and level of study completed, Trainee wages will apply.

Duration: Approximately 2 years

Salary: Trainees with no qualifications and little or no experience will commence at the T2 - T4 salary which is \$475.50 - \$654.00 per week. Trainees with some previous relevant qualifications/experience may commence at a higher level.

Salary progression is based upon satisfactory completion of studies and on-the-job performance. Salary progression will be a maximum of 1 x T (trainee level) per assessment period. As a general guide:

Year	Modules to complete	Accumulated Modules	Grading	Course of Study	38 hr salary * as at 1/7/16
Jan 2017			T2 - T4	Commencement of Traineeship	\$475.50 - \$654.00
July 2017	8	8	T3 - T5	Certificate II in Water Industry Operations	\$559.50 - \$749.10
Dec 2017	8	16	T4 - T6	Completion of Certificate II in Water Industry	\$654.00 - \$808.70

				Operations & Commencement of Certificate 111 in Water Industry Operations	
July 2018	8	24	T5 -T7	Certificate III in Water Industry Op's	\$559.50 - \$749.10 + CPI
Dec 2018	8	32	T6 - T8	Completion of Certificate III in Water Industry Op's	\$654.00 - \$808.70 + CPI

**plus CPI increases as applicable*

Award: Local Government (State) Award 2014 as varied by LSC Enterprise Agreement

Study: Council will require satisfactory progress to be made in both on-the-job performance and in completion of relevant studies and may consider extending the Traineeship subject to meeting Council's requirements.

Course Fees: Council will pay for any fees and other course expenses for Trainees undertaking Council approved studies, but will not pay costs where the employee is repeating a unit/module.

Study Leave: The Trainee will also be given study leave to attend examinations or other workshops which are compulsory components of the course.

Reimbursement of travel and sustenance expenses will also apply in accordance with Council policies.

Pre-employment

Functional assessment: An offer of employment for this position is subject to a successful

pre-employment functional assessment to verify that you are safely able to undertake the duties of the position. Pre-employment functional assessments are at Council's expense.

Hours of Work: 40 hours per week including 2 hours vari leave. Hours are:

7:30am to 4.00pm with 1/2 hour lunch
Monday - Friday

Location: Tottenham

Leave Entitlements: 4 weeks annual leave accrued after 12 months
service

3 weeks sick leave per annum
Vari-leave as accrued

MAKING AN APPLICATION

TRAINEESHIP - WATER & SEWER OPERATOR

All applications will be treated as confidential.

PREPARING YOUR APPLICATION

Your application should consist of:

- A copy of your Resume;
- Referee information
- Copies of your most recent academic results; and
- Completed Police Check Consent Form

To apply: Go to the Careers & Employment page / current vacancies on Council's Website at www.lachlan.nsw.gov.au and apply online.

Please Note: Once you start your online application, you cannot save and return to it later. You must use your email address, and not one used previously by another person who has applied for a position with Council.

You may wish to prepare your responses in a Word document. You can then COPY and PASTE your answers from Word into the question fields.

Have your Resume document ready to go.

Fill out all the questions. Click "Next". You will then be prompted to attach your resume and other documents (Academic Results). Click "Next".

Print and complete the Police Check Consent Form and attach with application

Review your application to confirm everything is correct. Click "Confirm" to submit your application

Telephone (02) 6895 1900 and ask for assistance if you are unsure about how to prepare the application. We are happy to help.

CLOSING DATE FOR APPLICATIONS

The closing date for this position is 4:30pm, Monday 5 December 2016. Late applications will not be accepted. Applications must be submitted online at:

Council's Website at www.lachlan.nsw.gov.au, Careers & Employment page / Current Vacancies on and apply online.

INTERVIEWS

Applicants selected for an interview will normally be contacted within a fortnight of the closing date for applications. Interviews are normally held in Condobolin.

DETAILS

Applicants must clearly indicate a telephone number where they can be contacted for interview. Please include this information on the enclosed cover sheet.

FACTORS BESIDE THE INTERVIEW

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

- The presentation and content of your written application;
- The results of any pre-employment examinations; and
- Your referees (who will only be contacted after the interview).

If you are called for an interview, you may be asked to bring copies of written work you have genuinely prepared yourself or evidence of your skills, eg use of equipment.

REFEREES

Please supply the names and contact information for referees who can be contacted to verify your application/interview details (space is provided for this in the application form). We will not contact any of your nominated referees without first seeking your permission.

FURTHER INFORMATION:

If, after you have been through the information package, you would like further information on this position please contact People and Organisational Development on (02) 6895 1900.