

# Palmerston North City Council Job Profile



<b>Position Title</b>	Water Treatment Plant Apprentice
<b>Reporting to</b>	Water Operations Manager
<b>Unit</b>	Infrastructure
<b>Date last updated</b>	February 2019

## Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

## Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long term services planning enabled by effective asset management planning, long term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

One of these facilities includes the Water Treatment Plant whose prime purpose is to provide Palmerston North with potable drinking water.

## Main Purpose

The day-to-day operations of the Water Treatment facilities servicing Palmerston North City ensuring that the plant is operated and maintained in a manner to meet Council procedures and National Drinking Water Standards.

This role is a developmental role and a key outcome is that the incumbent will develop skills and knowledge in water treatment principles through work based training and in working towards an industry recognised qualification. This is a fixed term role, for the duration of the apprenticeship qualification (estimated 3-4 years).

## Key Areas of Responsibility

- Assist the Senior Water Treatment Technician and the Treatment Plant Technicians with daily planning and assist in such a way as to maximise overall efficiency and effectiveness of the plant.
- Contribute to the accurate record keeping of plant operations and maintenance tasks as and when required.

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- Assist in operation and maintenance tasks as directed by the Treatment Plant Technician to the standard specified by the Work Brief (WB).
- Report any observed process or equipment malfunction in a timely manner so the appropriate corrective action can be taken.
- Assist with public enquiries and plant tours ensuring that members of the public are provided with excellent service and all visitors to the plant are kept safe.
- Ensure that all appropriate actions are taken to meet health and safety requirements (see below accountabilities).
- Participate in a duty standby roster once skills and experience allow.

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

## Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

## Key Relationships

### Internal:

- Water Operations Manager
- Senior Treatment Plants Technician
- Treatment Plant Technicians

### External:

- Contractors
- Commercial suppliers
- Treatment Plant visitors
- Members of the public

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## Typical knowledge, skills, and attributes:

### Knowledge *(qualifications and experience)*

- Ideally will have achieved NCEA Certificate level 2 (or higher) in Mathematics, English, and Science
- Must enrol and progress through the recognised industry qualification of National Certificate in Water Treatment (Level 4)
- Holds class 1 drivers licence (full) with the ability to drive a vehicle with a manual transmission.

### Skills and Attributes

- The ability to work in a positive manner alongside others in a team environment
- Ability to communicate with a wide range of people from varying backgrounds in an effective and professional manner
- Possess at least an intermediate level of computer literacy
- High degree of initiative with the ability to work autonomously with minimal supervision
- Excellent time management and organisation skills, including ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)
- Be self-motivated
- Understands and complies with safe work practices
- Have a genuine interest of water treatment
- Has the ability to adapt to new situations and embrace change

## Remuneration

- This role is graded at **GP3** on the Council's remuneration system, i.e. between **\$40,451** (85%) and **\$47,590** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **2.5%** of base salary is available.

## Other

The jobholder may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The applicant will be expected to participate fully in training provided for this and any other Infrastructure activities.

This role may also involve working during evenings or on the weekend.

## Competencies

Core	
Service	<ul style="list-style-type: none"><li>▪ Recognises the diversity of customers, and adapts approach and style to meet their needs</li><li>▪ Offers customers a range of solutions to problems</li><li>▪ Demonstrates commitment to delivery of agreed solutions</li><li>▪ Delivers and follows up on solutions</li><li>▪ Seeks and gives feedback from customers</li><li>▪ Looks for where improvements can be made to systems and processes</li></ul>

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<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Clearly communicates messages in a clear and concise manner</li> <li>▪ Uses the most effective method and style of communication for the target group and the situation</li> <li>▪ Uses active listening techniques including reflection and paraphrasing</li> <li>▪ Shares ideas appropriately</li> <li>▪ Recognises and minimises barriers to communication</li> </ul>
<b>Business ethics</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates integrity, honesty, and commitment</li> <li>▪ Acts ethically in all dealings</li> <li>▪ Is equitable and ethical in the treatment of others</li> <li>▪ Is prudent in financial dealings</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>▪ Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software</li> <li>▪ Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals</li> </ul>
<b>Role specific</b>	
<b>Relationship Building</b>	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands the stakeholder's needs and delivers on commitments.
<b>Team Work</b>	Understands team dynamics and actively contributes to the team.
<b>Professional Skills</b>	Able to focus on the technical skills an individual requires, understands legal requirements and has the ability to update and expand current knowledge base.
<b>Coaching &amp; Mentoring</b>	Keeps up-to-date with professional knowledge and looks for opportunities for professional development.
<b>Organisational Achievement</b>	Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.