

Position Description



Position Title	Trainee Water Wastewater Civil Maintenance
Group	Operations
Reports to	Team Leader Water Wastewater Civil Maintenance
Grade	T Level, Operational Band 1
Date reviewed	July 2020

Primary Purpose





Contribute to the day-to-day work of Council in its delivery of a positive experience for internal and external customers, and support team members to undertake their work efficiently, effectively and safely.

The incumbent will contribute to achieving Council's vision as "A Trusted Community Partner", promote the values which support this (Solutionary, Together, Accountable, Innovative, Caring) and use these to guide decisions, actions and conduct.

Key Accountabilities

- On the job training provided by Snowy Monaro Regional Council
- Assist with the maintenance of the Council's water Supply reticulation systems and consumer services in accordance with Council policies and directives
- Assist with the maintenance of the Water Supply rising main, reservoirs and pumping station as required
- To assist in constructing and repairing water main reticulation pipelines and appurtenances, consumer services and water meter installation in accordance with WSAA Codes, design plans, Australian Standard AS 3500 and Council Directives
- Maintain Council wastewater drainage systems
- Collaborate and share information and knowledge with others to promote a consistent, organisation-wide approach to customer service.
- Complete all on the job and technical training provided by Council and external training providers within specified timeframes and to the level required.
- Comply with legislative and organisational requirements and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Team Leader WWW Civil Maintenance, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Foundational
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Foundational
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational

Essential Criteria

1. Year 10 or Year 12 Record of School Achievement (RoSA) or equivalent
2. Strong verbal and written communication skills
3. Ability to respond to inquiries and solve problems with minimal supervision
4. Adaptability to a changing environment as per the demands of the business
5. Skills in managing time and organising own work
6. Demonstrated reliability and punctuality
7. Ability to commit to and undertake a traineeship including completion of a Certificate III qualification
8. Current Class C Drivers Licence.

Desirable Criteria

- General Construction Induction (White Card).
- Level 1 Traffic Controllers Certificate

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date