

POSITION DESCRIPTION

Position Title	TRAINEE –Water Operator (2-year traineeship)
Directorate	Operations
Location	Blayney
Reports to	Water Network Manager/Water Quality Manager (Rotating Trainee)
Direct Reports	Nil
Employment Status	Fulltime – (2-year traineeship) (38 Hours per week)
Classification/Grade/Band	

Position Statement

The **Trainee Water Operator** will develop skills to operate, maintain and repair water filtration facilities, along with all activities associated with the installation, operation, maintenance, repair, expansion, and relocation of water distribution facilities

This trainee position requires commitment to a 2-year formal traineeship where you will obtain a nationally recognised certificate. The Traineeship will be undertaken on a rotation between Water Filtration Plant Operation and Network Operations.

Central Tablelands Water - Purpose

Central Tablelands Water is a County Council which provides drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Central Tablelands – Mission and Values

Vision - An independent regional water authority providing a quality water supply – reliably and sustainably.

Values - Customer focussed, Sustainability & Efficiency, Regional Leadership & Collaboration

Team Charter

As a team

- We champion Central Tablelands Water’s Purpose, Vision and Mission & Values
- We proactively engage in activities that bring to life Central Tablelands Water’s strategic intent and strategy
- We are open, honest, humble and professional in our dealings with all stakeholders
- We respect, trust and support each other; There is no I in Team.
- We honour our commitments and hold each other accountable for results

Personal Behavioural Competencies

- Demonstrates honesty, integrity, humility and respectful behaviours towards others
- Demonstrates appropriate behaviours in the workplace in line with Central Tablelands Water’s Code of Conduct & Team Charter.
- Demonstrates ownership of and responsibility toward their key responsibilities along with accepts feedback and direction in a fair, reasonable and cooperative manner.
- Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved.
- Possesses appropriate skills and emotional intelligence to resolve working relationship issues should they arise.
- Demonstrates flexibility and resilience to cope with change.
- Demonstrates a Safety Leadership mindset.

Key Responsibilities

- Develop experience, skills and competencies in all aspects of the Central Tablelands Water operations in particular water treatment and water distribution systems.
- Develop working knowledge of water supply and the system components.
- Develop skills to assist operators maintain trunk, reticulation mains, hydrants, valves and other appurtenances.
- Develop skills to assist operators maintain individual property services along with installing new water mains.
- Develop skills to assist operators maintain and operate network facilities, including reservoirs, pumps, and pump stations.
- Learn to undertake accurate meter reading records of customer usage.
- Develop skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Develop skills to write routine reports and correspondence.
- Develop skills to maintain pumps, chemical dosing equipment and all other plant and equipment associated with the water filtration plants.
- Develop skills to carry out chemical tests on all water to ensure it meets appropriate standards and ensure required record keeping is maintained.
- Develop skills to conduct bacteriological tests on all water filtered to ensure it meets potable standards.
- Develop skills to operate and maintain laboratory and testing equipment.
- Develop skills to maintain machinery, plant, equipment and tools.
- Develop a competent understanding of Work Health and Safety procedures.
- Be responsible for preventing, detecting and reporting incidents of fraud and unethical behaviour.

Essential Criteria

- Drivers Licence with safe driving record; Minimum P Plates.
- Willingness to diligently work toward obtaining Certificate III level qualifications in Water Operations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Basic Understanding of computer operations, including Microsoft products. Ability to carry out instructions furnished in written, oral, or diagrammatic form.

Desirable Criteria

- Forklift Licence if trainee is over the age of 18 years.

Performance Metrics and Success Criteria

The trainee is expected to develop the following skills, knowledge, behaviours, and abilities during the 2-year traineeship. Developing these competencies ensures a smooth transition from training to a fully competent operator. These competencies will be assessed through on the job evaluations, feedback from supervisors, and self-assessment by the trainee. These competencies will ensure that the trainee is prepared for full responsibility in a skilled operator position.

Technical Competencies

- Mastery of specific tools, & equipment relevant to the position.
- Ability to apply theoretical knowledge in practical settings.
- Problem-solving and troubleshooting in technical tasks.

Communication Skills

- Verbal and written communication skills.
- Ability to present information clearly to diverse audiences.
- Listening skills to understand and respond effectively to instructions and feedback.

Teamwork and Collaboration

- Ability to work effectively in teams.
- Collaboration with others to achieve common goals.
- Contribution to a positive team culture and dynamics.

Time Management and Organisation

- Effective prioritisation of tasks.
- Meeting deadlines and managing workloads efficiently.
- Ability to organise tasks and keep track of progress.

Problem-Solving and Critical Thinking

- Ability to analyse problems and develop solutions.
- Creative thinking and adaptability in facing challenges.
- Decision-making based on logical reasoning and available data.

Interpersonal Skills

- Building relationships with colleagues, supervisors, and customers
- Handling conflicts or disagreements in a professional manner.
- Demonstrating empathy, emotional intelligence, and respect for others.

Learning and Adaptability

- Openness to new ideas and constructive feedback.
- Willingness to learn and adapt to new systems, processes, or environments.
- Self-directed learning and continuous improvement.

Professionalism and Ethics

- Adherence to ethical standards and workplace policies.
- Maintaining confidentiality when necessary.
- Demonstrating accountability, responsibility, and integrity in work.

Acknowledgement of the Position Description

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.

Employee's Signature

Name

Date

Manager's Signature

Name

Date