



# Position Description

## Water & Sewer Trainee

Directorate	Infrastructure & Planning Services
Reports to	Water & Sewer Coordinator
Position Code	WST1
Classification	Band 1 Level 1 T2-T5
Status	Fulltime fixed term 2yrs (38 hours per week)
Other conditions & benefits	N/A
Pre-employment checks/legislative requirements	Medical Check,
Location	70 Market Street Balranald, NSW
Date position description approved	30 May 2025

### Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

### Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

## Primary purpose of the position

The Water & Sewer Trainees purpose is to assist with the provision of competent and efficient operation and maintenance of plant within the water and sewer department, whilst completing studies.

Over the course of the traineeship the incumbent will develop and apply the skills and competencies acquired to be a highly effective team member. The trainee will complete a Certificate 111 in Water Industry Operations throughout the term of the contract.

## Key accountabilities

Duties will include but not be limited to:

1. Assist in the operation and maintenance of the Balranald and Euston water and sewer treatment facilities. Ensure that set performance and quality objectives are met, including the requirements of Safe Drinking Water Regulations and the actions stipulated in established water quality risk management plans.
2. Assist in conducting routine plant inspections performed to maintain plant operating capabilities. (minimal breakdowns)
3. Compliance with Balranald Shire's Water and Sewer standard operating procedures for safety, water quality and the environment.
4. Assist to complete water and sewer maintenance tasks performed in accordance with Council's maintenance schedule and in an effective and timely manner.
5. Assist to ensure water and sewer monitoring is conducted in accordance with legislation, policies and procedures, to ensure it remains safe to consumers and the environment at all times.
6. Assist in making necessary changes to production level adjust chemical does rates in response to water and sewer quality
7. Ensure that there are no adverse effects on humans and/or the environment as a result of water quality.
8. Ensure that all relevant forms and documents are completed as required and in accordance with relevant, policies, procedure and standards.
9. Ensure that best practice work methods are adopted on work tasks and strive for continuous improvements improve to produce the best possible outcomes for Council.
10. Undertake works in accordance with relevant quality, environmental and WHS requirements.
11. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
12. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.
13. Team player participating in work related activities, to contribute to personal and departmental wellbeing.
14. To ensure a professional and friendly work environment while providing a helpful, efficient, and courteous service to other Officers, Councillors, and the public.
15. To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council.
16. Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers.

## Key challenges & complexities

1. Ensure good time management skills, working as part of the BSC team whilst keeping up to date with your studies.
2. Ensure the General Manager and Directors are informed of any issue which may affect the community and/or service delivery.

## Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

## Autonomy and Decision Making

The role requires the employee to deliver advice and service on behalf of Council as well as assisting and working with other staff. Judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Director.

## Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

## Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

## WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.

- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

## **Selection Criteria**

### **Essential Experience & Qualifications**

1. Holder of or willingness to obtain within 3 months of commencement Work Health and Safety General Construction Induction (White Card)
2. A strong interest and/or experience in water & sewer operations and a genuine interest in developing a career in this area
3. Ability to undertake a Certificate 111 in Water Industry Operations.
4. Excellent time management and organisational skills.
5. Demonstrated problem solving abilities and a strong attention to detail.

### **Desirable Requirements**

1. Minimum completion of Year 10 or equivalent
2. Commitment to quality customer service.
3. Ability to work unsupervised, prioritise and complete delegated tasks
4. P1, P2 or Class C Drivers Licence

## **Acceptance of Position**

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

## **Attachments:**

- Local Government Capability Framework

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 <b>Relationships</b>	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Foundational</b>
	Create and Innovate	Foundational
	Deliver Results	Foundational
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b> Think and Solve Problems	Foundational	<ul style="list-style-type: none"> <li>• Finds and checks information needed to complete own work tasks</li> <li>• Breaks down information and issues into component parts</li> <li>• Thinks through the options available and checks his/her suggested approach</li> <li>• Refers complex issues and problems to a manager/supervisor</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, accommodation and community assets</li> </ul>