

POSITION DESCRIPTION

Position Title:	Trainee Water Operations (PN 6109, 6110, 6112, 6113)		
Position Type:	Temporary Full-time		
Department:	Water and Sewer		
Date Approved:	August 2026		
Hours per week:	38	Award Classification:	Band 1, Level 1
FTE	1	Salary Classification	T1-T10

Position Purpose

The Trainee Water Operations position is designed to provide practical and theoretical training to equip the incumbent with the skills and knowledge necessary to become a qualified Water and Sewer Operator. The role supports the Water and Sewer Team in maintaining Council's water supply, sewer treatment and recycled water treatment systems within the Kempsey Shire. This traineeship position offers a pathway to a rewarding career in water and sewer management, with a focus on public health and environmental sustainability.

The incumbent is responsible for:

- The completion of a Water Industry Operations Trainee training program leading to the achievement of a Certificate III in Water Industry Operations.
- Assisting in water and sewer treatment operations and installation and repairs of Council's Water and Wastewater assets throughout the Shire.

Key Accountabilities

- Actively participate in the structured training program provided, including both on-the-job training and formal coursework.
 - Undertake and complete a Certificate III in Water Industry Operations at a Registered Training Organisation (RTO) within the specified timeframe. The successful applicant will be required to abide by all RTO policies and regulations applicable to the course of study, and to meet the standards required to achieve the awarding of the certificate.
 - Complete all required assessments and course work as part of the Traineeship.
 - Practical application of the skills acquired in the workplace, assisting Council's Water and Sewer Team in the servicing and repairs of Council's Water and Wastewater Assets.
- In addition to working toward the completion of a Certificate III, participate in and complete all other internal training requirements relevant to the position and work environment.
- Assist in the operation, maintenance, and repair of water supply systems, including pipelines, valves, meters, and hydrants.
- Participate in monitoring and testing water and wastewater quality to ensure compliance with health and environmental standards.
- Assist with the maintenance and operation of sewerage systems, including pump stations, treatment plants, and sewer networks.
- Maintain in good condition any of the Council's equipment under the control of the employee.
- Learn and apply procedures for the safe handling and disposal of wastewater/raw sewage.
- Learn about and assist in ensuring compliance with relevant environmental regulations and council policies.
- Adhere to all Work Health and Safety protocols and procedures to ensure a safe working environment.

- Assist in identifying potential hazards and contribute to the development of risk mitigation strategies.
- Assist in maintaining work areas in a safe and tidy manner.
- Ensure total compliance with all relevant Council Policies and Procedures.
- Represent Council in a professional manner when interacting with residents, business owners and other stakeholders.
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to obtain.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Minimum completion of Year 10 education (Year 12 preferred).
- Current Driver's Licence, or willingness to obtain and maintain.
- Commitment to completing a Certificate III in Water Industry Operations.
- Possession of a General Construction Induction Card (White Card), or willingness to obtain.
- Willingness to participate in all training and development identified through Council's Training Needs Analysis and as required for the role.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Ability to complete theory and practical work units associated with the course of study.
- Demonstrated genuine interest in the water and sewer industry, environmental sustainability and public health.
- Basic understanding of mechanical and electrical systems is advantageous.
- Strong verbal and written communication skills.
- Ability to communicate effectively and build positive relationships with colleagues, community members, and other stakeholders. Strong interpersonal skills with the ability to work with people from a variety of backgrounds and seniority.
- Ability to contribute to a positive and supportive team culture.
- Demonstrated strong desire to acquire new skills and knowledge. Proactive in seeking out opportunities for growth and development within the role.
- High level of attention to detail – ensuring accuracy and thoroughness in all tasks. Demonstrated commitment to delivering high-quality work.
- Proven ability to take initiative in approach to work tasks, proactively seeks opportunities to contribute to team success.
- Strong commitment to maintaining a safe working environment.
- Demonstrated understanding of the importance of public service and possess a genuine commitment to making a positive impact on the local community.

POSITION DESCRIPTION

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

Supervision Received

This role reports to various Team Leaders across the Water and Sewer Department.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	September 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	August 2026

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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