

DOUGLAS

SHIRE COUNCIL

POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Trainee Water and Wastewater (Two-Year Fixed Term)

DEPARTMENT: Water and Wastewater

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

APPLICATIONS CLOSE: FRIDAY 31 MARCH 2023

Your application must consist of the following information:-

CHECKLIST

- Cover Sheet**
- Covering Letter detailing:**
 - ☞ *What would this traineeship mean to you and what skills do you hold that will help you be successful in this position?*
 - ☞ *What do you think it means to work as a team?*
 - ☞ *Detail your experience with a range of technology and computer-based programs including Microsoft Office suite, tablets and smart phones*
 - ☞ *Why would you like to work at Douglas Shire Council?*
- Copy of current resume, qualifications and licences (relevant to the position)**

DOUGLAS SHIRE COUNCIL

Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

**Trainee Water and Wastewater
(Two-Year Fixed Term)**

Closing Date: Friday 31 March 2023

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

- POSITION:** Trainee Water and Wastewater
- LOCATION:** Water and Wastewater sites in Mossman and Port Douglas
- ASSESSMENT:** Applicants that are interviewed will undertake a language, literacy and numeracy activity.
- POSITION STATUS:** Two-Year Fixed Term – Fulltime
Council is not obliged to offer a permanent appointment at the conclusion of the term of the traineeship.
- AWARD:** Queensland Local Government Industry (Stream B) Award – State 2017
Trainee Wage Award – State 2012
- CLASSIFICATION:** Trainee Position
- SALARY RANGE:** \$32,128.65 - \$56,852.18 per annum
Salary is dependent on age, level of schooling, number of years since leaving school and current studies.
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.
- Employer contributions – 10.5% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Addressed to:
Private and Confidential
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- or
- humanresources@douglas.qld.gov.au
- CLOSING DATE:** **Friday 31 March 2023**

Position Applied for:

Trainee Water and Wastewater

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date: _____ Given Names: _____ Family Name: _____ Preferred Name: _____
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Postal Address: _____ _____ _____ Home Address: _____ _____ _____	Telephone Numbers: Home: _____ Work: _____ Mobile: _____ Preferred Contact Number: _____ _____ Email: _____
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Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	
Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

Douglas Shire Council website
 Douglas Shire Council Facebook
 Douglas Shire Council LinkedIn
 On-line (please specify site, e.g. Seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? (Please tick)

Aboriginal / Torres Strait Islander
 Disability
 English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

<u>POSITION:</u>	Trainee Water Operations Officer
<u>DEPARTMENT:</u>	Water and Wastewater
<u>SECTION:</u>	Water Reticulation, Water Quality, Wastewater
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to Coordinator Water and Wastewater with an assigned rotation to Team Leader Water Reticulation, Team Leader Water Quality and Team Leader Wastewater as per training schedule
<u>AWARD CLASSIFICATION:</u>	Trainee
<u>CONDITIONS OF EMPLOYMENT:</u>	Queensland Local Government Industry (Stream B) Award – State 2017 Trainee Wage Award – State 2012 Commitment to Council's policies, procedures, Certified Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>TERM OF ENGAGEMENT:</u>	This is a temporary appointment for two (2) years. Council is not obliged to offer a permanent appointment at the conclusion of the term of the traineeship.
<u>DELEGATIONS:</u>	Delegations per the Delegations Register.
<u>HOURS OF DUTY:</u>	Nominal 76 hours per fortnight, nine (9) day fortnight as per Agreement.
<u>EXTENT OF AUTHORITY:</u>	Level Trainee – works under direct supervision where work outcomes are clearly monitored and freedom to act is governed by standards and procedures.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons. An employee may be required to be vaccinated against Covid-19 or provide an Australian Immunisation Medical Exemption form completed by an eligible health professional. Where vaccinations are identified as a position requirement suitable documentary evidence must be submitted.
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• To assist in maintaining all aspects of the water reticulation system/property service and customer requests regarding the operations of Council's water reticulation network along with Water Quality Treatment Plant Operations and Wastewater Treatment Plant Operations.• To complete Certificate III in Water Operations qualification within the two (2) year timeframe.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- Assist with repairs and maintenance of the water reticulation network in accordance with established customer service standards.
- Assist with the installation of network extensions and property connections as required.
- Assist with the provision of main and service locations to internal and external customers as required.
- Assist with all aspects of the Water Quality Operations and maintenance.
- Assist with all aspects of Wastewater Treatment Plant Operations and maintenance along with sewer pump station and sewer reticulation systems.
- Ensure all directions pertaining to Workplace Health and Safety are undertaken.
- Attend internal workshops, seminars and training as appropriate.
- Provide excellent customer service and to actively work to maintain high level of customer service.
- Manage work processes and set priorities in order to meet deadlines and achieve corporate and unit objectives.
- Maintain confidentiality in all aspects of work.
- Other duties as directed by Coordinator Water and Wastewater and or assigned Team Leader.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

SELECTION CRITERIA:**Essential:****Qualifications**

- Secondary education to at least Grade 10 and preferably Grade 12 with good writing and communication skills and understanding basic mathematics.
- A current class C class Drivers Licence when age eligible.
- General Safety Induction (Construction Industry) – White Card or the ability to obtain one.

Knowledge, Skills & Expertise

- Demonstrated ability with appropriate computer software, particularly in the Microsoft Office suite of programs.
- Physical wellbeing to be able to undertake manual tasks and duties.

People Oriented Skills & Attributes

- Strong customer service focus, with an ability to relate well to other staff and to members of the public.
- Ability to follow instructions and a willingness to accept and carry out delegated tasks.
- Appropriate written and oral communication skills.
- Ability to complete daily works records neatly and correctly.

Desirable:

Qualifications

- Current Queensland driver's licence.

Knowledge, Skills & Expertise

- Knowledge of water industry.

People Oriented Skills & Attributes

- Ability to establish priorities and work within timeframes.

PERFORMANCE INDICATORS:

It is expected the incumbent will:

- Participate in all assigned training activities and submit all relevant training assessments on time.
- Complete the Certificate III in Water Operations qualification within the timeframe.
- Complete "Work Safely with Liquefied Chlorine Gas" training.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values.
- Foster and promote a strong focus on customer service.
- Demonstrate satisfactory and timely completion of duties.
- Perform as a member of a team.