

## WATER INDUSTRY TRAINEE – POSITION DESCRIPTION

### OUR VALUES & BEHAVIOURS

#### **Proudly United**

##### **Value Statements:**

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

##### **Enabling Behaviours:**

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

#### **Truly Authentic**

##### **Value Statements:**

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

##### **Enabling Behaviours:**

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

#### **Passionately Innovative**

##### **Value Statements:**

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

##### **Enabling Behaviours:**

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

#### **Openly Accountable**

##### **Value Statements:**

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

##### **Enabling Behaviours:**

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward



### ABORIGINAL ACKNOWLEDGMENT

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We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

### POSITION DETAILS

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<b>Position Title:</b>	Water industry Trainee	<b>Effective Date:</b>	July 2023
<b>Department:</b>	Service Delivery	<b>Job Location:</b>	Various locations across East Gippsland region
<b>Reports To:</b>	Team Leaders or Coordinators	<b>Supervises:</b>	Nil
<b>External Contacts:</b>	Contractors, material and equipment suppliers, other water corporations and general public.		
<b>FTE Classification:</b>	1.0	<b>Position Number:</b>	
<b>Prepared By:</b>	People & Culture; Manager Treatment Operations	<b>Approved By:</b>	Manager Network Operations or Manager Treatment Operations

### ORGANISATIONAL CHART

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## ABOUT THE ROLE

The Water Industry Trainee position is an opportunity for a motivated and enthusiastic person, to learn and develop a range of skills to support their completion of a Certificate III in Water Industry Operations. The scope of learning may include water disinfection, recycled water and/or water operations.

The trainee may also have opportunities to work across other teams within East Gippsland Water such as network operations at the Mitchell Depot.

The Trainee will have a focus on health and safety in the workplace. The trainee is also responsible for following the relevant components of EGW's Drinking Water Quality Management System (DWQMS) and Environmental Management System (EMS) and imbedding them into day to day operational activities as directed.

## WHAT YOU WILL BE DOING

<b>Treatment Operations &amp; Maintenance; Mechanical Maintenance and Reuse</b>	<ul style="list-style-type: none"> <li>• Assist in maintaining and operating the recycled water treatment plants, water treatment plants and disinfection/monitoring plants. This includes infrastructure associated with recycled water reuse schemes where operated by EGW.</li> <li>• Work under the guidance of senior team members, including forecasting the provision of labour, plant and materials to efficiently carry out all works in a cost- effective manner.</li> <li>• Assist in the implementation of preventable and proactive maintenance program covering all treatment facilities maintained by EGW including equipment, pumps, buildings.</li> <li>• Utilize monitoring software to ensure network performances being met.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with your relevant coordinator and other sections of EGW.</li> <li>• Proactively share information with team members to assist them to understand and manage uncertainty and change.</li> <li>• Contribute to achieving goals &amp; objectives.</li> </ul>
<b>Culture, Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture.</li> <li>• Contribute effectively to build a supportive and cooperative environment, one that recognises the value of collaboration.</li> <li>• Support a workplace culture that enables diversity, fair and inclusive practices.</li> <li>• Represent and role model EGW Values &amp; Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.</li> </ul>
<b>Health, Safety &amp; Environment</b>	<ul style="list-style-type: none"> <li>• Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work.</li> <li>• Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others.</li> <li>• Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.</li> <li>• Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.</li> </ul>

## SKILLS, QUALIFICATION & EXPERIENCE

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### SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> <li>Once trained and competent, be willing to operate plant, equipment and specialised tools.</li> <li>Willing to work with wastewater &amp; recycled water.</li> <li>Use basic problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of pumps and mechanical equipment and electrical safety awareness.</li> <li>Basic understanding of water and recycled water (practical and theoretical) of Recycled Water Treatment, Water Treatment and Disinfection Plants.</li> <li>Ability to quickly develop competence in different technology applications.</li> </ul>

### LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> <li>Skills in managing time, planning and organising own work and working to a timetable.</li> <li>Willing to learn new skills in the area of operations and maintenance.</li> <li>Punctual.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work effectively with limited supervision.</li> </ul>

### INTERPERSONAL SKILLS

Required:
<ul style="list-style-type: none"> <li>Good written and oral skills with the ability to communicate effectively with supervisors, staff, contractors and customers.</li> <li>Be courteous, polite and respectful with fellow staff members, contractors and members of the public.</li> <li>Ability to work in a team environment.</li> <li>Ability to adapt to a changing working environment.</li> <li>Display and promote EGW Values &amp; Behaviours.</li> </ul>

### QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> <li>Prior to operating plant and equipment trainees will be required to obtain certain licenses or endorsements.</li> <li>Compulsory trainings throughout course of employment.</li> </ul>	<ul style="list-style-type: none"> <li>An appropriate technical trade certificate and/or completion of industry-based training courses in applicable technical aspects of water or recycled water treatment with on the job training.</li> </ul>

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| <ul style="list-style-type: none"> <li>Legally able to drive a motor vehicle and possess a valid driver's license.</li> </ul> |  |
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## EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> <li>Enthusiasm to learn and complete a Certificate III in Water Industry Operations.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to operate plant and equipment.</li> <li>Experience in a team environment.</li> </ul>

## KEY SELECTION CRITERIA

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1. Ability to use and operate a computer/tablet.
2. Ability to work cooperatively in a team environment or under limited supervision with a safety focus.
3. Effective time management skills combined with the ability to problem solve and prioritise to ensure high quality outcomes during times of peak activity.
4. Ability to communicate effectively using written and verbal techniques combined with good technological skills.
5. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers).

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.