

# Position Description

## Delivering trusted water services for a sustainable and healthy South Australia

<b>Position title</b>	Water Industry Trainee (Networks/Wastewater/Water Treatment)		
<b>Business Group</b>	People and Safety	<b>People leader</b>	District Leader
<b>Business Unit</b>	People & Safety	<b>Direct report(s)</b>	Not Applicable

### Purpose

Contribute to the achievement of regional performance targets for customer satisfaction, safety, environment and water quality, by carrying out supervised field based preventative and corrective maintenance and emergency response activities, whilst undertaking a Certificate 3 in Water Operations through a combination of on-the-job training, classroom and workbook learning.

### Our Values

 <p><b>We value our people</b></p> <p>I can bring my whole self to work. My opinions matter. We value each other. We act safely.</p>	 <p><b>We do work that matters</b></p> <p>We are purposeful. We care for our environment. Everyone contributes.</p>	 <p><b>We keep it real</b></p> <p>We do the right thing. We keep each other safe. We look out for each other.</p>	 <p><b>Our work has impact</b></p> <p>We are proud to deliver for our customers and communities. We make every dollar count.</p>	 <p><b>We are future focused</b></p> <p>We look ahead. We embrace change. We are resilient.</p>
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### Key accountabilities

Success in this role will be evaluated on the following key accountabilities:

Key accountabilities	Accountability details
<b>Demonstrate organisational compliance</b>	<ul style="list-style-type: none"> <li>Maintain the integrity of the Corporate Compliance Framework by adhering to all organisational and legal obligations. These include, but are not limited to, Legislation, Regulations, Codes of Practice, Licences, Policies, Processes, and Work Instructions – for example this includes the <i>Work Health and Safety Act 2012</i> and its <i>Regulations</i>, the <i>Code of Ethics for the South Australian Public Sector</i>, our Fair Treatment, Anti-Discrimination and Harassment procedure and Ethical Standards procedures and the <i>State Records Act 1997</i>.</li> </ul>
<b>Contribute effectively to the team ensuring efforts are aligned</b>	<ul style="list-style-type: none"> <li>Implement the direction set by your people leader.</li> <li>Complete specific tasks allocated.</li> <li>Collaborate effectively to ensure team goals are achieved by providing input into decision making and problem solving.</li> </ul>

<b>toward achieving team goals</b>	<ul style="list-style-type: none"> <li>Actively contribute to creating a culture of service excellence.</li> </ul>
<b>Put safety above all else</b>	<ul style="list-style-type: none"> <li>Be aware of and apply roles and responsibilities with WHS Roles and Responsibilities Procedure.</li> <li>Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g. under the influence of drugs, alcohol and/or fatigue).</li> </ul>
<b>Achieving standards and timeframes</b>	<ul style="list-style-type: none"> <li>Ensure all relevant projects, work tasks or activities are completed to the required standard and timeframe.</li> <li>Prompt response to customer queries.</li> <li>Work collaboratively to resolve issues.</li> </ul>
<b>Utilisation of resources</b>	<ul style="list-style-type: none"> <li>Ensure all relevant tools, materials, equipment and vehicles are used and maintained appropriately.</li> <li>Attendance at all scheduled training.</li> <li>Attend relevant knowledge sharing seminars in a placement period.</li> </ul>
<b>Traineeship program outcomes</b>	<ul style="list-style-type: none"> <li>Perform day to day tasks as required and directed by immediate supervisor.</li> <li>Achieve minimum competency requirements and standards of relevant off the job training program at TAFE or other registered training organisation.</li> </ul>

## Skills, knowledge, experience, behaviours, and attitudes

Key selection criteria:

<b>Specialist skills/knowledge, qualifications, licences and/or tickets, and/or equivalent experience, attitudes and/or behaviours critical to the success of this role</b>	<b>Essential/Desirable</b>
<b>Ability to do basic calculations</b>	Essential
<b>Communication skills – written and verbal (Complete routine forms)</b>	Essential
<b>Relevant pre-vocational studies certificate</b>	Desirable
<b>Basic computer skills including data entry</b>	Desirable
<b>Basic skill in the use and maintenance of hand and power tools, small machinery and various static and mobile vehicles, plant and machinery</b>	Desirable
<b>Basic understanding of H&amp;S procedures</b>	Desirable

## Key stakeholder relationships

Stakeholder relationships critical to the success of this role:

- Regional Workshop Team
- Regional teams
- Internal and external customers

- TAFE lecturers

### Special conditions

- Flexible hours and some after hours as required.
- To ensure your safety in performing the inherent requirements of the role, you will be required to undergo initial and subsequent medical clearances in addition to some immunisations as relevant to your position.
- Depending on the role you will be required to undergo initial and/or subsequent clearance checks to ensure your ongoing suitability for the role. These may include a criminal police check, traffic check, Working with Children and/or Working with Vulnerable People checks.
- Flexible hours and some after hours as required, some intra and interstate travel (mandatory)
- You will be required to hold a current driver's licence at all times
- You are required to comply with your contract of training.

**The Position Description outlines what the requirements of the role are. The behaviours you demonstrate are equally as important, and form part of the inherent requirements of the role.**