POSITION DESCRIPTION

Position Title:	Water & Wastewater Trades Assistant – Electrical / Mechanical
Position Number/s:	INF-154
Employment Type:	Full Time, Permanent
Hours of Work:	76 hours per fortnight, nine (9) day RDO
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream C) Award – State 2017*
Classification:	Engineering Tradesman C11
Location	Council's Airport Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Water and Wastewater

POSITION OBJECTIVE

Under general supervision, this position provides assistance with maintenance and improvement duties across the electrical/mechanical team associated with Council's water and wastewater systems, buildings and facilities. This position undertakes trades assistant duties as required, in order to ensure the provision of efficient and effective services to Charters Towers Regional Council.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-122 Water and Wastewater Assets Coordinator

Directly supervises: Nil

ORGANISATIONAL VALUES



DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Under general supervision undertake a broad range of electrical/mechanical tasks related to Council's water and wastewater infrastructure as well as its buildings and facilities.
2. Undertake allocated tasks effectively and efficiently within established time objectives as required and directed.
3. Establish and maintain constructive working relationships within Council as a whole.
4. Effectively engage with community members and actively promote and adhere to compliance, safety requirements and Council Values.
5. Safely operate a variety of hand and power tools, plant and equipment.
6. Participate in the development and implementation of performance improvement initiatives.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential

- Demonstrated ability and knowledge in a similar electrical/mechanical services role
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Demonstrated ability to safely and competently operate a variety of handheld tools, plant & equipment.
- Ability to work effectively under general supervision either individually or as part of a team.
- Good organisational skills, effective time management and the ability to follow work priorities within a team environment.
- Sound problem solving skills and initiative to resolve operational and maintenance issues.
- Sound verbal and written communication skills.
- Sound computer skills with knowledge of the Microsoft Office suite of applications.
- Ability to participate in an after-hours on call roster.

| Education/Qualifications |

Essential:

- Completion of Year 10 or equivalent.

| Licences |

Essential:

- Possession and maintenance of current Queensland 'MR' Class Drivers Licence.
- General Construction Induction Certificate (White Card.) or ability to obtain.
- Current First Aid and CPR accreditation or ability to obtain.
- Enter and work in confined spaces Certificate or ability to obtain.
- Possession and maintenance of a current High Risk Work Licence for EWP and Forklift or ability to obtain.

Desirable:

- Possession and maintenance of a current Queensland 'HR' Class Driver Licence.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing the role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Perform physical work associated with water, wastewater and facilities maintenance, including manual handling, lifting, carrying, pushing and pulling equipment and materials.
- Safely use hand tools, power tools, plant and equipment in the delivery of maintenance and operational activities.
- Walk, stand and work for extended periods across water and wastewater facilities, buildings, work sites and outdoor environments.
- Bend, kneel, squat, crouch, climb and work in restricted spaces during maintenance, repair and installation activities.
- Enter confined spaces where trained, authorised and assessed as competent to do so.
- Wear required personal protective equipment (PPE) for extended periods, including safety footwear, high-visibility clothing, gloves, hard hats, hearing protection, eye protection and respiratory protection where required.
- Drive Council vehicles to travel between work sites across the region.
- Use a computer, tablet or mobile device to access work systems, complete records and communicate information.
- Work is undertaken across water and wastewater infrastructure, Council buildings and facilities, and outdoor worksites throughout the region.
- The position involves exposure to heat, sunlight, rain, dust, noise, mud, chemicals, biological hazards, wastewater and unpleasant odours, with appropriate controls and PPE provided.
- Work may be undertaken alone or in remote locations in accordance with Council's safe work procedures.
- The position may be required to work outside ordinary hours, participate in emergency responses, and undertake overtime or weekend work to meet operational requirements.
- Travel, overnight stays and camping throughout the Council region may be required.

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration, and a pre-employment medical assessment including a drug and alcohol screen, based on the inherent requirements above.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is subject to health monitoring and the Workplace Immunisation Program based on the assessed occupational exposure risks associated with working within Council's water and wastewater network and treatment facilities.

This position requires immunisation against Hepatitis A, Hepatitis B and Tetanus. Additional vaccinations or health monitoring requirements will be determined in accordance with Council's P0199 Vaccinations and Health Monitoring Procedure and the risks associated with the position.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____