




Position Description

Job Title: Traineeship – Essential Services Officer
Award: Queensland Local Government Industry Award (Stream B) - State 2017
Division: Division 2 - Section 5 (Operational Services)
Classification: Level 1
Employment Type: Traineeship - Full Time
Department: Infrastructure
Reports to: Essential Services Manager
Location: Kowanyama
Approved: Katherine Wiggins - Acting Chief Executive Officer
Signature:  Version Date: 06/03/2019

POSITION OBJECTIVE

This is a traineeship position and you will be required to participate and actively engage with Training providers and Supervisors to ensure successful completion of all traineeship requirements to achieve the successful completion of a Certificate III Water Operations.

KEY DUTIES:

The position has the following specific responsibilities:

1. Under direction and as skills are developed, undertake all aspects of Essential Services including the following activities:
 - Prepared to enter private housing as required to
 - Replace LPG Gas Cylinders
 - Work with Plumbers
 - Take water samples
 - Assist and work with the Essential Services Officer
 - Undertake and successfully complete training in Certificate III Water Operations
2. Other duties:
 - Other duties may be allocated by the supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

ORGANISATION RELATIONSHIPS

Internal Liaison: Kowanyama Aboriginal Shire Council employees.
External Liaison: Members of the Kowanyama Aboriginal Shire Community
Various Government Departments and other authorities.

REQUIREMENTS: SKILLS & EXPERIENCE

Skills, Experience and Qualifications:

- Willingness to learn new tasks
- Practical abilities, including use of hand tools and power tools

- Physical capability to undertake manual task including lifting and moving items up to 25kg
- Basic computer skills
- Current Driver's Licence – highly desirable

KEY SELECTION CRITERIA

- Demonstrate knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrate ability to communicate effectively and sensitivity with Indigenous people.
- Demonstrated willingness to learn and gain practical experience
- The ability to attend training courses
- The ability to communicate effectively and courteously with Council's clients (including members of the public), other Council staff, community groups, representatives of various Government Departments and other authorities.
- The ability to work independently or as part of a team.

KEY PERFORMANCE INDICATORS

Training	<ul style="list-style-type: none"> • Participate and actively engage with Training providers and Supervisors to ensure successful completion of all training requirements
General	<ul style="list-style-type: none"> • Follow all reasonable work directions
Equipment	<ul style="list-style-type: none"> • Maintain all equipment in good working order • Report any required repairs and/or damage to the supervisor immediately
Attendance	<ul style="list-style-type: none"> • Arrive at work on time • All absences to be notified to your supervisor prior to commencement of work day
Customer Service	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No substantiated complaints • No breaches of confidentiality
Work Place Health and Safety	<ul style="list-style-type: none"> • Follow Council OH&S policies, rules and guidelines • Use of appropriate PPE at all times • Contribute positively to improvement initiatives • Demonstrate a strong focus on workplace safety in accordance with Industry standards
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. • No breaches of Council's policies and procedures • Maintaining a current driver's licence

CORPORATE RESPONSIBILITIES

Council's Vision and Core Values

Uphold and promote Council's Vision for making Kowanyama Aboriginal Shire Council a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

Customer Service

Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

Workplace Health & Safety

Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and Council's Policies and Procedures relating to Occupational Health & Safety.

The duties listed above are representative and characteristic of the duties required and the level of work performed. The position requires all other related duties be performed as and when required

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.

Council may direct an employee to carry out such duties as are reasonably within the limits of the employee's skill, competence and training provided that such duties are not designed to promote deskilling.