

POSITION TITLE: Trainee Laboratory Assistant **POSITION NO:** 2489

EMPLOYMENT TYPE: Maximum Term Full Time

CLASSIFICATION: Traineeship

CERTIFIED AGREEMENT: Officers – 2011

DEPARTMENT: Infrastructure

BRANCH: Water & Wastewater

REPORTS TO: Principal Engineer (W&WW)

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation – Encouraging an innovative and resourceful workplace.

Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision – This is the driving force behind our actions and responsibilities.

Excellence – Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

This is a training position. This traineeship will cover a twelve (12) month period. Continued employment on completion will be subject to organisational needs and cannot be guaranteed.

Throughout the traineeship the trainee will be required to complete a Certificate III Laboratory Skills whilst gaining through day-to-day activities in Council's Water & Wastewater Laboratory.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Commitment to undertake all training requirements and successfully complete Certification III Laboratory Skills whilst gaining experience through day-to-day activities in Council's Water & Wastewater Laboratory.
2. Assist under direction with tasks that relate to your studies and training, such as:
 - a. Taking samples from water and wastewater sources
 - b. Entering of analysis data into spreadsheets and databases
 - c. Sample preparation and basic analysis relevant to water and wastewater
 - d. Calibration of technical instrumentation
3. Maintain a record of training such as a training record book
4. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- Successful completion of year 10 School Certificate

5. KEY SELECTION CRITERIA

1. Commitment to learn new skills and to complete a formal qualification in Laboratory Techniques
2. Ability to work within a Laboratory setting including field work to collect samples for analysis
3. Sound literacy and numeracy skills along with computer skills
4. Sound communication skills
5. Proven ability to follow direction and at times and work with minimal supervision

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 