

JOB PROFILE FORM



1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Water Network Trainee

Team / Division / Group: Water Operations/Operations/Distribution Services

Current Incumbent/s: New Role

Reports to (Name / Title): Paul Golsworthy/ Water Operations Manager

Person Completing Form: Paul Golsworthy/ Water Operations Manager

Date of Completion: 31/05/2024

2. WHAT DOES THIS JOB DO?

Job Purpose:

The water network trainee supports the efficient and effective operation of critical drinking and non-drinking water infrastructure to meet defined levels of customer service, regulatory, public health and environmental performance.

The trainee undertakes formal training & education, and experience in water network operations under the supervision of qualified water network Operators. Routine tasks include valve operation, network change planning, pressure & flow investigations, hydrant operation and reporting.

Responsibilities (20 dot points or less):

To develop capabilities to enable the following activities to be delivered with minimal oversight and in an effective and efficient manner:

- **Water network operation:** Operate critical water assets and facilities, such as isolation and re-commissioning of reservoirs, pressure reducing valves, pump stations and water mains.
- **Implement shutdowns:** Implement planned and unplanned shutdowns of critical assets to minimize customer, environmental and infrastructure impact, including active involvement in planning of these shutdowns with Water Operators.
- **Participation in Upgrade Projects:** Participate in network upgrade project teams, including commissioning activities.
- **System analysis and support:** Support Water Operators to perform system analysis and perform risk assessments to ensure impacts of system changes are minimised.
- **Incident Management Support:** Provide field-based support for Incident Controllers in managing incidents associated with the water network.
- **Team Culture and Behaviour:** Participate in cultural or team activities to foster a positive team culture and model YVW values.

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- **Stakeholder Relationship Management:** Foster strong, positive relationships with key stakeholders, including maintenance and equipment suppliers, and other areas of Yarra Valley Water.
- **Documentation inputs:** Provide field input into operational documentation such as Operator Reference Manuals, Shutdown plans and GIS updates.
- **Customer liaison:** Undertake Customer Liaisons in the field during operational changes and investigations.
- **Water Network Investigations:** Work with team members to resolve complex customer service issues relating to water pressure, water quality and the reliability of water services.
- **Understanding of YVW Systems:** Learn YVW control system SCADA and asset management system Maximo.
- **Completion of Certification:** Complete a Certificate III in Water Operations.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. THESE ARE THE KEY SKILLS OR EXPERIENCE REQUIRED TO BE DEVELOPED IN THIS ROLE.

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)	ADMIN ONLY Attribute Type
Implementation of water network changes	B → I		
Operation of various water network facilities	B → I		
Knowledge of water supply infrastructure and operational practices and procedures	B → I		
Experience with various risk management systems. e.g. HACCP	B → I		
Data Extraction and analysis.	B		
Use of asset management systems.	B → I		
Use of control systems such as ClearSCADA	B → I		
Audit participation and awareness	B → I		
Use of field test and measurement equipment.	B → I		
Ability to use common computer applications and YVW systems.	B → I		
Customer service and customer management skills	B → I		

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Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)	ADMIN ONLY Attribute Type
Quality Assurance, OH&S, HAZOP and Environmental Management principles and applied practices	B → I		
Understanding of emergency management arrangements	B → I		

3B. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes	
Physical Strength and able bodied to operate valves and other operational assets and equipment in the field	Please note that this role requires the manual operation of valves and other field equipment which requires a moderate level of physical strength and mobility.
Customer Focused	Ability to understand people and adapt communication style to fit the situation
Self-management	Able to prioritise competing tasks and adapt when changes are required.
Time management	Ability to utilize your efficiency, prioritise work and be punctual
Able to work independently	Confidence to be able to carry out tasks independently once they have been trained
Resilient	Not everything always goes to plan. This role requires the ability to learn from mistakes and
Team work	Demonstrated ability to work as part of a team
Ability to cope in unplanned and emergency situations	Willingness to adapt to non-business as usual (BAU) situations as they arise (e.g. asset failure, main bursts) and assist other team members in responding and stabilizing these situations.

4. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

With the exception of applicants being required to hold a current Victorian Drivers Licence (considered a mandatory prerequisite) the following section outlines the basis of a training plan applicable to this role.

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (eg. certificate, ticket, observation, on-the-job etc...)	Renewal Required (Y/N/Unsure)	Renewal Frequency (eg. Never, 1 year, 5 years etc...)

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Qualifications / Certificates				
Certificate in Water Industry Operations or equivalent: or demonstrated experience in a relevant field	HD	Qualification	N	
Ability to carry out water network operation without supervision.	M	On the job		
Ability to complete more complex tasks following a successful competency assessment	M	On the job		
Licenses/Tickets				
Drivers License	M	External	Y	10
CCF White Card	HD	External	N	
Training				
Asbestos Awareness	HD	Certificate	Y	5
Noise Awareness	HD	Certificate	Y	5
Manual handling / Ergonomics	M	Certificate	Y	2
Confined Space Awareness	M	Certificate	Y	4
Working at Heights Awareness	M	Certificate	U	
Other (incl. on-the-job, secondments, etc.)				
Audiometric hearing Test	HD	Test	Y	2

5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

Role before (Name, Team, Division)	Assumed new to the business or moved from an unrelated area of YVW
Role after (Name, Team, Division)	Technician role applicable to various teams

7. CHECKPOINT

Through the job mapping process, has there been a significant change to the intent or level of responsibility for the job?	No	Comments:
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8. APPENDIX – JOB TASK ANALYSIS

Key – Job Profile : Physical Demands:

Physical demands of task and % of work time allocated	Never 0%	Occasional 1 – 33%	Frequent 34 – 66%	Constant 67 – 100%	Comments
Sitting				X	Driving to and from customer site from the office. Working in the office 1 day a week.
Standing			X		Standing on customer sites when signing in or talking to the customer.
Walking				X	Walking around customer sites to take samples, find valves.
Steps / stairs		X			Stairs are used when walking around the customers sites.
Squatting			X		To inspect assets, take samples and remove valve covers or hydrant lids.
Kneeling, crawling			X		Kneeling may be required to take samples and remove valve covers or hydrant lids.
Looking up		X			Field Officers may be required to look up as part of tank site visits and to check for obstructions.
Looking Down			X		Field Officers are required to look down at valves, markings, hydrants, samples.
Bending spine forwards		X			Field Officer is occasionally required to look down at valves, markings, hydrants, samples.
Twisting spine to side	X				No twisting of the spine is required as part of the role.
Bending backwards	X				There is no need for the Field Officer to bend backwards in their role.
Working with hands above shoulder height	X				There is no need for the Field Officer to work with hands above shoulder height in their role.
Reaching forwards or sideways >30cm		X			Reaching of objects to inspect or to take a sample or make a connection to a fitting.

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Gripping or grabbing			X		Gripping a valve extension spindle and bar. Grabbing or gripping other equipment to operate valves and instruments. Grabbing or gripping handle in car to enter or exit the vehicle. Gripping a mobile phone to take a picture. Grabbing and gripping a sample bottle to collect discharge samples
Dexterity of Hands		X			Using a laptop or a mobile phone and manual lifting and carrying of objects/ equipment
Lifting floor to waist		X			The Field Officer will be required to equipment including but not limited to valve extension spindles and bars, sample equipment, instruments and gauges.
Lifting at waist height		X			The Field Officer will be required to lift valve extension spindles and bars, sample equipment and fittings.
Lifting waist to overhead		X			The Field Officer is required to lift overhead to open the doors on the ute tray.
Carrying				X	Carrying valve and instrumentation equipment and gauges, laptop, samples and forms.
Manual Handling – [Pushing			X		The Field Officer will be required to push bars connected to valve spindles to operate valves and to connect fittings. Gatic cover levers may also be used.
Manual Handling - Pulling			X		The Field Officer will be required to pull bars connected to valve spindles to operate valves and to connect fittings.
Manual Dragging (equipment)		X			The field officer will be require to drag hoses, fittings and gatic covers
Forceful push or pull (equipment)			X		The Field officer will be required to will be required to push or pull bars connected to valve spindles to operate valves and to connect fittings.
Force using one hand or one side of body	X				No tasks require the Field Officer to use one hand or one side of body

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Exerting force in an awkward posture			X		The Field officer will be required to will be required to push or pull bars connected to valve spindles to operate valves and to connect fittings.
Holding, supporting or straining	X				No tasks require the Field Officer to hold, support or strain.
Exposure to Heat		X			Dependent on weather in Melbourne
Exposure to Cold		X			Dependent on weather in Melbourne
Vision Acuity			X		Eyesight – distinguish the different coloured valves painting. Testing for colour blindness is mandatory before commencing employment.