

# Take the plunge and begin your career with us.

A person is seen climbing a large, craggy rock formation. The rock is covered in patches of green moss or algae. The ocean is visible in the foreground, and the sky is a clear, bright blue. The overall scene is one of adventure and outdoor activity.

## Gain a qualification in Water Industry Operations

Water Operations & Maintenance Trainee

Position Description



**WESTERNPORT**  
WATER.

An underwater photograph showing several people swimming in clear, blue-green water. The scene is captured from a low angle, looking up at the swimmers. The water is slightly hazy, and the lighting is soft, creating a serene and inclusive atmosphere. The text is overlaid on the left side of the image in a large, white, sans-serif font.

**Work with a  
Corporation  
that values  
diversity  
and a  
culture of  
inclusion.**

TITLE

# Water Operations & Maintenance Traineeship

LOCATION

Newhaven Head Office, Phillip Island

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DEPARTMENT

Operations & Maintenance

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DIVISION

Assets & Operations

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REPORTS TO

Network Operations & Maintenance Coordinator

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DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Water Operations & Maintenance Trainee will be part of a high performing team committed to learning about the operations and maintenance of the Corporation's water, wastewater and gas systems.

## KEY RESPONSIBILITY AREAS

- Follow all operational processes and procedures, and complete all tasks in a safe and timely manner.
- Accurately complete all required work orders and paper work.
- Effectively and efficiently operate within a team environment.
- Communicate clearly with customers, team members and managers.
- Provide written communication, in the form of memos, notices and standard forms.
- Ensure your activities at the workplace are undertaken in a healthy and safe manner.
- Willingness to learn the skills to undertake a broad range of activities, including but not limited to: mechanical aptitude, work at heights and confined space.
- Willingness to learn the skills to safely and competently operate: medium mechanical plant and equipment, chainsaws, demolition saws and jetting machines.

## REQUIREMENTS OF THE POSITION

### Key Selection Criteria

Completed Year 10 or equivalent.

Ability to work as part of a multi skilled team.

Good verbal and written communication skills along with well developed computer skills.

Current Victorian Drivers Licence desirable but not mandatory.

### Qualifications and Experience

Completed Year 10 or equivalent.

Well developed administrative and computer skills.

Current Victorian Drivers Licence desirable but not mandatory.

### We Will Provide

On-going specialised training in the field.

A mentor assigned to your role.

Friendly team environment to work in, with strong potential for growth and development.

Fully funded Certificate in Water Industry Operations.

Full time employment opportunity for a 2 year period.



Westernport Water

2 Boys Home Road,  
Newhaven 3925

1300 720 711

[www.westernportwater.com.au](http://www.westernportwater.com.au)

[recruitment@westernportwater.com.au](mailto:recruitment@westernportwater.com.au)



**WESTERNPORT**  
WATER.