



INFORMATION PACKAGE

POSITION

APPRENTICE ELECTRICIAN



**Administrative Headquarters
91 Hammond Avenue
WAGGA WAGGA NSW 2650**

Applications Close – 4 pm, Friday 18 September 2017



APPRENTICE ELECTRICIAN

- Gain skills and experience in the Electrical trade – great employee benefits.
- Regional NSW location – Wagga Wagga
- \$45,917 – 55,483 pro rata plus 15 % super, 76 hours, 9 day fortnight

We are seeking an Apprentice Electrician, that will undertake and learn the electrical trade, developing skills and knowledge through the completion of on the job training and completing formal training through a registered training provider.

Reporting to the Electrical Supervisor you will work with a multi skilled functional team to ensure the safe and reliable treatment, delivery and supply of water to all Riverina Water customers.

Applicants must address the selection criteria outlined in the position's information package,

Further information can be obtained by contacting Dermot McCormack, Electrical Supervisor, on 0458 337 616 or dmccormack@rwcc.nsw.gov.au . An information pack is available at <http://www.rwcc.com.au> - employment or Kerrie on (02) 6922 0600.

Applications with a covering letter, resume and addressing the selection criteria can be sent to the Human Resource Coordinator – recruitment@rwcc.nsw.gov.au , 91 Hammond Ave Wagga Wagga 2650. Applications will be accepted until 4 pm Monday 18 September 2017.

“Riverina Water County Council is an E.E.O. Employer”.



APPRENTICE ELECTRICIAN

The Position

The apprenticeship will run for up to a four (4) year term on a full time fixed term appointment commencing prior to February 2018. A detailed induction and in-house training schedule will complement the tertiary component of the position.

The apprenticeship offers:

- Ability to qualify as an Electrical tradesperson
- An opportunity to learn in a progressive and professional environment
- An ability to recommend on and implement your own ideas
- Latest systems and technology
- Mentoring and support provided by Council's professional Electrical Team

Based at Council's Wagga Wagga Depot, the Apprentice Electrician will be an integral member of the Electrical Team, responsible for assisting with installation, repair and maintenance of electrical systems as a member of the electrical in a time-efficient and safe manner to ensure continuity of supply

Other details relating to this position are:

- Fixed term position
- Salary progression is based upon satisfactory completion of apprenticeship progression within designated timeframes together with satisfactory on-the-job performance
- Payment will be in accordance with the traineeship band and relevant work place conditions as governed by the Riverina Water Council Enterprise Award 2016
- 38 hour working week and a fortnightly RDO
- You must have the right to live and work in Australia to apply for this job
- Riverina Water Council proudly promotes the principles of Equal Employment Opportunity

This position reports to the Electrical Supervisor

Conditions of Employment

- Fixed Term Position under the Riverina Water Council Enterprise Award 2016 13 (e)
- 38 hours per week
- Position – Trainee 5 – Trainee 8 depending on age as per RWCC Enterprise Award
- Annual salary range \$45,917 – \$55,483 pa
- Leave provisions as per Riverina Water Council Enterprise Award 2016:
- 4 weeks annual leave but no leave loading.
- Sick Leave of 3 weeks which includes provision for Carers Leave
- Council funded superannuation 15%.
- Council has a smoke free work environment policy.

The successful applicant will be required to undertake a pre-employment medical assessments which includes alcohol and other drugs, at Council's expense to assist in determining their suitability for the position.

An offer of employment would be subject to a probationary period of 3 months.

Qualifications & Skills Required

The applicant will be deemed eligible to undertake an electrical apprenticeship.

In addition to the qualifications and experience, the position holder must possess and maintain a standard drivers licence.

A full training plan for the position will be provided to the successful applicant.

To be successful in this position you will need:

- Ability to work in a team environment
- Possess good communication, organisational and time management skills
- Proficiency in the use of computer applications
- Ability to problem solve
- Commitment to Customer Service
- Commitment to maintaining a high level of privacy and confidentiality
- Commitment to continuous improvement
- Provisional or Standard Drivers licence

It's expected that applicants address the Key Selection Criteria and are able to demonstrate their competencies and relevant experiences.

Remuneration & Benefits

Riverina Water enjoys a favourable reputation as a satisfying and rewarding workplace, demonstrated by a relatively low staff turnover. The administration office is a modern and practical building in a pleasant setting not far from the works depot and main filtration plant.

All buildings and vehicles are smoke-free workplaces, and staff welfare through WH&S and other provisions is a priority.

The commencing salary for this position is \$45,917 – \$55,483 pa (excluding superannuation). In addition, Council contributes 15% superannuation and employees may salary sacrifice or make undeducted contributions for additional super.

Working conditions include a 76 hour, 9 day fortnight, clothing, PPE and equipment suitable for the position.

Further Information:

Applicants seeking further information or wishing to discuss the position should contact the Electrical Supervisor, Dermot McCormack on 0458 337 616 or dmccormack@rwcc.nsw.gov.au.

Administrative Headquarters
91 Hammond Avenue(PO Box 456)
WAGGA WAGGA NSW 2650

G. Haley
GENERAL MANAGER

RIVERINA WATER COUNTY COUNCIL - POSITION DESCRIPTION – Aug 2017

POSITION TITLE:	Apprentice Electrician	DATE:	August 2017
PREVIOUS POSITION TITLE:		REVISED:	
YOUR NAME:		WRITTEN BY:	S Thomson
REPORTS TO:		WORK BASE	
SECTION:		WAGGA DEPOT	
NUMBER OF STAFF SUPERVISED: 0			

PURPOSE OF POSITION:

To undertake and learn the electrical trade, developing skills and knowledge through the completion of on the job training and completing formal training through a registered training provider.

KEY TASKS

1. Assist with the installation, repair and maintenance of electrical systems as a member of the electrical team in a time-efficient and safe manner to ensure continuity of supply.
2. Assist and communicate with other stakeholders and customers as directed and advise on work undertaken.
3. Drive vehicles, small plant and operate machinery when required.
4. Undertaken and complete an electrical apprenticeship within an agreed and prescribed timeframe.
5. Maintain safety in the workplace by following written procedures, undertaking risk assessments, by proper handling of materials, by correct operation of tools and equipment, by diligent preparation, by good housekeeping practices and by using appropriate personal protection and safety equipment.
6. Participate in safety programmes by team discussion, by involvement in safety training by reporting all incidents and accidents and by constant awareness of the safety of self and others.

SELECTION CRITERIA

Essential criteria

- Enthusiasm to learn new skills and be willing to be formally trained in and have a background in electrical technologies.
- Ability to carry out a physical role in an electrical trade environment.
- Sound written and verbal communication skills.
- Ability to work in a team and take direction.
- Ability to work at heights.
- Car license - C class.
- Basic computer skills.

Desirable

- Completion of Year 12 School Certificate with appropriate subjects.
- Understanding of apprenticeship and traineeships in NSW.
- Work experience in chosen trade.



Brief Description of Riverina Water County Council

1. Historical Development

Southern Riverina Water County Council was incorporated in 1938 to make reticulated water available to towns and villages in the Shires of Lockhart, Kyeamba, Mitchell and part of Culcairn Shire. The remaining part of Culcairn Shire and the Shires of Urana and Holbrook were subsequently added, as was the Municipality of Wagga Wagga in 1945. In 1981 Kyeamba and Mitchell Shire areas were included in Wagga Wagga City area.

Water supply infrastructure was established with the Murrumbidgee River at Wagga Wagga the principle water source, and a network of treatment, pumping, storage and pipework installations.

From 1942 to 1995 Southern Riverina was also responsible for distribution of electricity in the area. The formation of the larger electricity distributors in 1995 precipitated a review of water supply administration, resulting in the decision to form a new County Council for water supply in the former Southern Riverina area. Riverina Water County Council was gazetted on 2nd May 1997.

The County District covers an area of approximately 15,500 square kilometres and contains a population of approximately 67,000 people. An estimated 60,000 people are provided with water through some 26,500 service connections. The location and development of groundwater sources has been utilised over the last thirty years, and bore water now supplies three quarters of our production.

Drinking quality water is supplied to all customers continuing a tradition of over sixty years of high service standards by a leading and innovative utility service organisation.

2. Current Infrastructure Network

Riverina Water owns and operates the water supply infrastructure from the natural source to the customer's meter.

2.1 Wagga Wagga City

Water is sourced in Wagga Wagga from:

- a) Murrumbidgee River intake at 91 Hammond Avenue
- b) East Wagga Wagga borefield (Koorinal Road)
- c) West Wagga Wagga borefield (McNickle Road to Moorong Street)
- d) North Wagga Wagga borefield (East Street)

Filtration, chlorination and fluoridation is undertaken at the Hammond Avenue Waterworks and aeration, chlorination and fluoridation at the West and North Wagga Wagga Works.

Pumping stations at eight Wagga Wagga locations together with a network of rising mains transfer the water to nineteen reservoirs, on five different levels, to provide storage and pressure needed for the different elevations of the City.

Reticulation water mains extend to cover the entire urban area providing water for industry, residential, commercial, recreation and emergency fire fighting needs.

2.2 Township and Rural

Water from the Wagga Wagga sources, is also pumped into the rural area, or gravitates from the Willans Hill rural reservoir.

This water is transported by pipeline to Ladysmith, San Isidore, Kapooka, Uranquinty, The Rock, Mangoplah, Yerong Creek, Henty, Morven, Pleasant Hills and Walla Walla. A supplementary bore supply north of Walla Walla is used in the summer months. Holbrook is supplied from the Ralvona borefield. (The township of Culcairn is currently supplied with water by Greater Hume Shire Council (formerly Culcairn Shire)).

Wagga Wagga water can also be supplied to the west to the area generally served by Bulgary system.

Bulgary system sources water from a borefield 30 km west of Wagga Wagga, and after aeration and chlorination, pumps it to Milbrulong, Lockhart, Boree Creek, Urana and Oaklands.

Urana and Oaklands supply is supplemented in the summer months by water from Colombo Creek, which is moved by open channel to Urana where a full filtration plant is employed.

Small self contained filtration plants are operated all year round to supply a number of villages.

- a) Morundah, from Colombo Creek
- b) Rand, from Billabong Creek
- c) Walbundrie, from Billabong Creek
- d) Tarcutta, from shallow bores near Tarcutta Creek.

Groundwater is sourced and chlorinated for other villages with systems operating at Collingullie, Oura, Woomargama and Humula.

A small quantity of water is purchased from Goldenfields Water County Council, to supply customers near to their trunk main between Gumly Gumly and Juneee.

The township and rural network also serves a number of rural customers adjacent to the trunk mains, and in the general areas of Pleasant Hills, Brucedale, Euberta and Currawarna.

3. Current Council Structure

Riverina Water County Council is a Council under the Local Government Act 1993, responsible for the construction, operation and maintenance of water supply to the Local Government Areas of Wagga Wagga City, Culcairn, Holbrook, Lockhart and Urana Shires.

Council has 9 elected members, five from Wagga Wagga City and one from each Shire.

The General Manager is Graeme Haley and Director of Engineering is Bede Spannagle.

Information on Council's function, activities etc. can be found on web site www.rwcc.com.au

