POSITION DESCRIPTION

WATER AND WASTEWATER TREATMENT TRAINEE

JOB OVERVIEW	
Location	Masterton
Business unit	Infrastructure
Reporting to	Water and Wastewater Operations Manager
Direct reports	None
Delegated responsibility	As per delegations register

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION
Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES	
HĪKINA TE MĀNUKA	By figuratively lifting the 'mānuka' we show that we are responding and rising to challenges by being **innovative**, hard-working, and **collaborative**.
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with **integrity** and **respect** each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We **trust** and **support** each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT/BUSINESS UNIT

The Infrastructure Business Unit:

The Infrastructure Group is responsible for all of Council's open spaces, facilities, and major operational and infrastructural assets, including roads, and water and wastewater pipes and treatment plants.

The teams that sit within the Infrastructure department consists of:

- 3 Waters Services
- Roading Services
- Solid Waste
- Capital Projects
- Property, Parks, and Aerodrome
- Fleet Management

MY TEAM

The Water and Wastewater Team:

The Masterton District Council (MDC) Water and Wastewater team is responsible for Clean, healthy water is a precious resource that is essential to Masterton/ Whakaoriori.

Our Wastewater facility services approximately 9,218 residential, commercial and industrial properties in the urban area and Waingawa industrial area. Wastewater services include maintaining our network of pipes, pump stations, treatment plants, wetland cells and a waste stabilisation pond.

In addition, every day an average of 13.5 million litres of water is provided to urban Masterton/ Whakaoriori for safe drinking and sanitation.

MY ROLE

The Water and Wastewater Technician Trainee role:

The primary purpose of this role is to learn and develop the skills, knowledge, and experience required to support the day-to-day operation of Council's water and wastewater treatment plants and associated facilities. Working alongside experienced team members, the trainee will receive on the job training and guidance to build competence in operating plant and equipment, monitoring treatment processes, and helping to deliver safe, reliable, and high-quality water and wastewater services to the district.

This role is focused on learning, continuous development, and contributing as part of a collaborative team. As skills and competency are gained, the trainee will take on increasing responsibility in supporting operational activities and ensuring service delivery meets community needs.

The role contributes to the delivery of a 24/7 essential service to our district and community while maintaining a safe and healthy working environment. Once appropriately trained and assessed as competent, the trainee will be expected to participate in the stand-by and call-out roster.

MY KEY RESULT AREAS (KRAs)

Operations	• Learn and assist with the operation of Council's water and wastewater treatment plants and associated facilities to help ensure the delivery of safe, reliable, and efficient water services. • Develop the knowledge and skills required to monitor plant equipment, systems, and treatment processes to help meet service demands, public health requirements, and Council's consent obligations. • Assist with operational monitoring and sampling activities to support Council's compliance with legislative and resource consent requirements. • Learn how operational information and monitoring systems, including SCADA and related technologies, are used to support day-to-day operations and future planning. • Assist with checking and maintaining supplies required for plant operations, including chemicals, equipment, and maintenance materials, under the guidance of experienced team members. • Participate in identifying opportunities for continuous improvement and contribute ideas that support safe, efficient, and effective operations. • Gain practical experience in the installation, maintenance, and commissioning of plant instrumentation and associated monitoring and control systems. • Assist with maintaining accurate operational records and reporting requirements to support Council's compliance with consent, legislative, and public health obligations. • Work alongside experienced operators to build the skills and competency required to progressively take on greater operational responsibilities.

Teamwork	• Work collaboratively with experienced team members and contribute to a positive team culture that supports safe and effective service delivery. • Learn and apply Council's health and safety procedures, while demonstrating a commitment to the wellbeing of colleagues, contractors, and the public. • Build and maintain positive working relationships with colleagues, contractors, stakeholders, landowners, and members of the community to support the delivery of quality water and wastewater services. • Actively participate in training, coaching, and knowledge sharing opportunities to develop skills and industry knowledge. • Take responsibility for ongoing learning and professional development, seeking opportunities to build technical knowledge and operational capability. • Share learnings, ideas, and experiences with the team to support continuous improvement and collective success. • Be open to feedback, guidance, and mentoring, and apply new knowledge and skills in day-to-day work activities.
Other	• As skills, experience, and competency are developed, take part in a rostered after-hours and call-out schedule to help maintain the reliable operation of Council's water and wastewater services.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing Manager	• Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner • Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff • Ensure all incidents, hazards and risks are reported • Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	• Set realistic goals for own performance • Undertake change based on regular self-evaluation and feedback • Identify opportunities for personal and professional development and growth • Undertake both internal and external training identified as relevant to the role
Policies and Procedures	• Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times • Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility
Other duties	• All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (SLT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	• Participation in relevant emergency response training and duties as requested by the Chief Executive • Such other duties as may be required from time to time by your (ELT) Manager

MY KEY RELATIONSHIPS

Internal	• Line Manager and ELT Manager • Immediate Team • Masterton District Council Staff
External	• Council residents, including rural communities. • Contractors • Suppliers

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience	• A willingness to undertake industry training and qualifications. • Be a good listener who is open to feedback, guidance, and ongoing development. • Demonstrate a positive, flexible, and adaptable approach to work. • Be willing to work as part of a team and, once appropriately trained, participate in an on-call roster to help deliver essential services to the community. • A willingness to contribute to team success and support others. • A full driver's licence.
Competencies (Org wide)	• **Customer Focus:** Understands the needs of internal and external customers, responds appropriately, and delivers timely, high-quality service. • **Collaboration / Working Together:** Builds effective working relationships, shares knowledge, supports others, and works collaboratively to achieve shared goals and resolve challenges. • **Professionalism:** Demonstrates reliable, respectful, and ethical behaviour, takes responsibility for actions and decisions, and follows through on commitments. • **Health and Safety:** Contributes to a safe and healthy workplace by managing risks, following safe work practices, reporting hazards and incidents, and supporting the wellbeing of others. • **Judgement and Accountability:** Uses sound judgement to make informed decisions, solve problems, and take responsibility for actions, decisions, and outcomes.
Personal Attributes	• Respectful, honest and open • Operates with integrity, respecting diversity and other's needs • Self-motivated with initiative • Positively takes on challenges • Takes accountability for own actions and works effectively as part of a team • A strong communicator who can work collaboratively across a range of managers and teams

JOB DESCRIPTION AGREEMENT

My name	
My signature	
Date	

JOB DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
Senior People and Capability Advisor	1	Create JD	November 2026

ATTACHMENT A

Place in organisation

