

Position Description

Position:	Operator Multi Skilled – Water Wastewater	(Position Code:1532)
Reports to:	Construction Supervisor/ Site Supervisor – Water/Wastewater	
Classification:	Pay Band E Band 1 Level 4 Local Government (State) Award	
Term of Employment:	Full Time - Permanent	
Number of direct reports:	Nil	
Other Staff reports:	Nil	
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at 285 Mann Street, Armidale.	
Operational Expenditure:	Nil	
Capital Expenditure:	Nil	
Delegations	In accordance with Council's Delegations Register.	

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, economic development, pre-schools, waste facilities and water and sewer infrastructure.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

Service Description

Operating within the Assets & Services area of Council, the Water and Wastewater program delivers sustainable and compliant water and wastewater planning and project delivery in line with Council's strategic objectives. The Section is responsible for the planning, provision and maintenance of Council's water and wastewater assets along with providing technical advice and support to internal customers.

Position Profile

To carryout labouring and operate a wide variety of plant and trucks associated with maintenance and construction of water mains, sewer mains, stormwater drainage and other related Council assets.

Key Position Accountabilities

This position is accountable for:

- Undertake labouring and plant operation in a highly competent, productive and safe manner.
- Work effectively in a team
- Act as Leading Hand managing a small team, when required.
- Respond constructively to customer enquiries on site.
- Refer site enquiries to the appropriate officer or Customer Service Counter
- Ensure Plant Pre-start Checks and any manufacturer specified minor maintenance tasks are completed daily.
- Implement traffic control plans and maintain site controls.
- Participate in Worksite hazard identification and risk assessments.
- Perform work in accordance with Safe Work Methods
- Immediately make safe and suspend work in response to unsafe or potentially unsafe situation and advise Construction Supervisor.
- Recommend improvements to Safe Work Methods
- Ensure Chain of Responsibility legislation and waste regulation load records are accurate and submitted.
- Accurately cost expenditure to correct Work Order number.
- Assist with individual team member skill development.
- Undertake work within instructions.
- Actively participate in productivity improvement projects.
- Participate in Councils' "on-call" roster to respond to afterhours emergency events and be available for a reasonable amount of overtime.
- Undertaking other reasonable duties that are within the limits of the incumbent's skills, competence and training.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

Inclusion

- Having positive interactions with other staff and valuing all staff for who they are. Valuing diversity and allowing for real opportunities for all staff to have meaningful relationships.

Wellbeing

- What is ultimately good for staff, what is in the self-interest of staff to ensure they are comfortable, healthy and happy in the workplace.

Transparency

- Conducting your duties in a way that creates openness between managers and staff by sharing information freely in an effort to benefit Council, staff and the Community.

Commitment

- Taking ownership of your work and being an ambassador for Council through a willingness to get involved.

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential

- Exhibit behaviours consistent with Council's Values – Inclusion, Wellbeing, Transparency & Commitment.
- Competence water industry operations – Network construction & maintenance such as responding to water quality issues, road patching and pipe laying for example.
- Current Class MR Driver's Licence
- Demonstrated high level (10 years experience or equivalent) competence in the multi-skilled operation of the following items:
 - Excavators
 - Loaders
 - Backhoe
 - Skid steers
 - Road rollers
- Practical knowledge of the WHS legislation and the application of Safe Work Methods to the worksite.
- SafeWork "General Construction Induction" qualification.
- Demonstrated ability to work cooperatively as part of a team.
- Demonstrated ability to follow work instructions.
- Sound written and verbal communication skills.
- Confined Spaces certification

Desirable

- Class HR Driver's Licence
- Certificate III in Water Industry Operations
- Ability to lead a small team responsible for the construction of water and wastewater infrastructure to assist the Construction Supervisor.
- Demonstrated ability to understand basic design drawing and undertake levelling and set out.
- Implementation of effective erosion and sedimentation control measures on worksite.
- Industry Qualifications such as Implement Traffic Control (ITP), Traffic Controller (TC) qualification* and RMS Regional Maintenance Workers On Foot.

Authorisation

Prepared by:	Erin Smidt – Senior People & Culture Business Partner
Approved by GM (or delegate):	Annie Harris – Executive Manager People & Culture
Date Approved/Updated:	22/07/2026
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Employee Acknowledgement

Signed by:	
Print Name:	
Date:	