

|                        |                                        |
|------------------------|----------------------------------------|
| <b>POSITION TITLE:</b> | <b>ASSISTANT AUTOMATION TECHNICIAN</b> |
| <b>SECTION</b>         | <b>WATER &amp; SEWERAGE SERVICES</b>   |
| <b>DIRECTORATE:</b>    | <b>UTILITIES</b>                       |

## 1. REMUNERATION

Grade 14 of the Griffith City Council Salary System

## 2. REPORTING STRUCTURE

- a) **Directly responsible to:**  
Automation Technician
- b) **Positions directly reporting to this position:**  
Nil

## 3. PURPOSE

To apply electrical trade expertise while developing specialist knowledge in industrial automation, telemetry, instrumentation, process control and SCADA systems supporting Council's water and wastewater operations.

## 4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

### Internal

- Water and Wastewater Manager
- Senior Water & Wastewater Engineer
- Senior Treatment Plants Coordinator
- Treatment Plants Coordinator
- Mechanical Fitter
- W&WW Treatment Plant Operator
- Pumpwell Operator

### External

- Business Representatives
- Consultants
- Contractors



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## 5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policies and Procedures</b>               | <ul style="list-style-type: none"> <li>• Comply with Local Government (State) Award</li> <li>• Comply with Council's Code of Conduct, Policies and Procedures at all times</li> <li>• Maintain organisational confidentiality</li> <li>• Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position</li> </ul>                                                                                                                                                                                                                   |
| <b>Customer and Community Relations</b>      | <ul style="list-style-type: none"> <li>• Ensure an efficient, courteous and professional service to internal and external customers at all times</li> <li>• Present a positive image of Council at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Work, Health and Safety</b>               | <ul style="list-style-type: none"> <li>• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation</li> <li>• Report all incidents, hazards and risks to the immediate supervisor</li> <li>• Maintain and use personal protective and safety equipment as applicable to the role</li> <li>• Actively participate in Work, Health and Safety activities</li> <li>• Acquire and maintain knowledge of Work Health and Safety matters</li> <li>• Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance</li> </ul> |
| <b>Teamwork</b>                              | <ul style="list-style-type: none"> <li>• Actively participate as a member of the relevant Council section and department</li> <li>• Promote and maintain harmonious relationships in the workplace</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Record Keeping</b>                        | <ul style="list-style-type: none"> <li>• Ensure accurate and timely record keeping in accordance with Council's requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Training and Development</b>              | <ul style="list-style-type: none"> <li>• Actively participate in Council's training and development programs as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Continuous Improvement and Innovation</b> | <ul style="list-style-type: none"> <li>• Promote the development of more efficient work practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Environment</b>                           | <ul style="list-style-type: none"> <li>• Consider the protection of the environment when undertaking all Council activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>General</b>                               | <ul style="list-style-type: none"> <li>• Perform other duties as required consistent with the level of competencies of the position</li> <li>• Ensure efficient and appropriate use of Council resources when carrying out work</li> <li>• Accomplish tasks while working under limited / minimum supervision</li> </ul>                                                                                                                                                                                                                                                                                                                |



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## 6. PRINCIPAL ACCOUNTABILITIES

- Undertake electrical installations, commissioning, fault-finding, repairs and preventative maintenance of water and wastewater assets to maintain the reliability, safety and operational performance of electrical, instrumentation and process control equipment.
- Maintain, configure and program SCADA (Supervisory Control and Data Acquisition), and PLC (Programmable Logic Controller) systems to ensure water and waste water operations are being monitored and able to be remotely accessed at all times.
- Perform industrial electrical work to Council's water and waste water facilities to Australian electrical standards

## 7. KEY DUTIES

- Undertake electrical fault-finding, maintenance, repair and minor upgrade works on stormwater, wastewater and raw water pump station assets to support reliable operation and service continuity.
- Perform electrical maintenance, repairs and improvement works on equipment located at Council's water and wastewater treatment plants, Livestock Marketing Centre and landfill facilities to maintain asset reliability and performance.
- Undertake electrical testing, inspection and test-and-tag programs in accordance with relevant Australian Standards and Council requirements.
- Carry out routine maintenance, fault-finding and repairs of solar power installations to maximise operational reliability and energy efficiency.
- Perform maintenance, testing and repair of Pressure Reducing Valves (PRVs) and metered drinking water network zones to support network performance and water quality objectives.
- Collect, analyse and report operational data from telemetry systems, data loggers and monitoring equipment installed across the drinking water network.
- Assist in implementing recommendations arising from energy audits, condition assessments and industry best-practice initiatives.
- Identify opportunities to improve energy efficiency and asset performance, and provide recommendations relating to operational improvements, equipment upgrades and alternative energy sources.
- Attend to electrical breakdowns and undertake preventative and corrective maintenance on Council facilities as directed.
- Install, test and commission electrical, instrumentation and telemetry equipment associated with water and wastewater operations.
- Install, commission, calibrate and maintain process instrumentation and control equipment, including assets connected to telemetry, PLC and SCADA systems.
- Assist in the collection, analysis and reporting of asset performance, operational efficiency and energy consumption data.
- Prepare technical reports relating to the condition, performance and maintenance requirements of electrical, instrumentation and automation assets.



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- Provide technical input into maintenance programs, replacement planning and cost estimates for future operational and capital works.
- Assist with monitoring expenditure associated with electrical and automation projects to support budget management and project delivery.
- Coordinate with the Treatment Plants Coordinators and Automation Technician in the scheduling and delivery of maintenance activities, operational works and capital projects.
- Procure equipment, materials and services in accordance with Council procurement policies and approved delegations.
- Participate in the Utilities on-call roster and respond to after-hours electrical and automation faults as required.
- Provide technical support to the planning, delivery and commissioning of electrical and automation projects.
- Assist in the configuration, maintenance, testing and ongoing development of SCADA systems, telemetry infrastructure and associated servers under the guidance of the Automation Technician.
- Assist in PLC programming, testing, troubleshooting and the modification of existing control programs to support operational requirements.
- Participate in the evaluation, testing and implementation of process control and automation technologies.
- Assist Council's Information Technology Department with the administration and maintenance of security systems supporting Water and Sewer operations.
- Liaise with contractors, suppliers and consultants to support the safe and effective delivery of electrical and automation works.

## 8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome. (Including a drug and alcohol test)
- It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hep A and B and Tetanus will be arranged upon commencement.
- Be available for on call rostered overtime and/or call back emergencies outside normal working hours. This position will be involved in the on-call water and sewer roster.

## 9. KEY SELECTION CRITERIA

### ESSENTIAL

- Hold a Certificate III in Electro technology - Electrician and Qualified supervisors Certificate – Electrician
- Demonstrated experience and understanding of industrial electrical motors and control equipment using AS3000 Wiring Standards and other electrical standards.



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- Demonstrated experience in fault finding of complex industrial electrical control systems
- Demonstrated experience with a sound understanding and interpretation of electrical and electronic schematics, process and instrumentation drawings (P&ID)
- Hold a current Australian Class C diver license
- Availability to participate in an on-call roster
- Demonstrated ability to work with minimum of instruction and supervision and an ability to manage and prioritise own work

## DESIRABLE

- Hold a White card / General Construction Induction Training certificate
- Demonstrated experience with SCADA (Supervisory Control and Data Acquisition) programs
- Demonstrated experience in serial and RoIP (Radio over Internet Protocol) telemetry networks and control systems
- Demonstrated experience in PLC (Programmable Logic Controller) programming and fault finding
- Experience with instrumentation and process control systems
- Demonstrated use of computer applications including email, Microsoft Office suite and other work-related systems

## 10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

### KEY

O ..... Occasional: exposure to the physical factor less than twice a week on average  
 F ..... Frequent: exposure to the physical factor 3 - 4 times a week on average  
 C ..... Constant: exposure to the physical factor more than 5 times a week on average  
 R ..... Repetitive: exposure to the physical factor multiple times in an hour  
 N/A ..... Not Applicable  
 ≡ ..... Winter  
 \* ..... Summer

| Demands                       | Description                                                                                                | Frequency |   |   |   |    |
|-------------------------------|------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                               |                                                                                                            | O         | F | C | R | NA |
| Physical Demands of Job Tasks |                                                                                                            |           |   |   |   |    |
| Kneeling/Squatting            | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels |           |   | X |   |    |
| Leg/Foot Movement             | Tasks involve use of the leg and or foot to operate machinery                                              | X         |   |   |   |    |



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| Demands            | Description                                                                                                                                                                         | Frequency |   |   |   |    |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                    |                                                                                                                                                                                     | O         | F | C | R | NA |
| Hand/Arm Movement  | Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.                                                                      |           |   |   | X |    |
| Bending/Twisting   | Tasks involve forward or backward bending or twisting at the waist.                                                                                                                 |           |   |   | X |    |
| Standing           | Tasks involve standing in an upright position without moving about                                                                                                                  |           |   | X |   |    |
| Driving            | Tasks involve operating any motor-powered vehicle                                                                                                                                   |           |   |   | X |    |
|                    | Tasks involve driving vehicle on unsealed roads.                                                                                                                                    |           | X |   |   |    |
| Sitting            | Tasks involve remaining in a seated position during task performance                                                                                                                |           |   |   | X |    |
| Reaching           | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.                                                                      |           |   |   | X |    |
| Walking/Running    | Tasks involve walking or running on even surfaces                                                                                                                                   |           |   |   | X |    |
|                    | Tasks involve walking on uneven surfaces                                                                                                                                            |           |   |   | X |    |
|                    | Tasks involve walking up and / or down slopes                                                                                                                                       |           |   |   | X |    |
|                    | Tasks involve walking whilst pushing/pulling objects                                                                                                                                |           | X |   |   |    |
| Climbing           | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant                                                                                        |           |   |   | X |    |
|                    | Tasks involve climbing over or under machinery                                                                                                                                      |           |   | X |   |    |
| Working at heights | Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.                                            |           |   |   | X |    |
| Lifting/Carrying   | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms                                                |           |   | X |   |    |
|                    | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper. |           |   | X |   |    |
|                    | 1. Light lifting/carrying (0-9 Kg)                                                                                                                                                  |           |   |   | X |    |
|                    | 2. Moderate lifting/carrying (10-15 Kg)                                                                                                                                             |           |   |   | X |    |
|                    | 3. Heavy lifting/carrying (16 Kg and above)                                                                                                                                         |           |   | X |   |    |
|                    |                                                                                                                                                                                     |           |   |   |   |    |
| Restraining        | Tasks involve restraining animals / objects                                                                                                                                         | X         |   |   |   |    |



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| Demands                             | Description                                                                                                                                                                     | Frequency |   |   |   |    |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                                     |                                                                                                                                                                                 | O         | F | C | R | NA |
| Pushing/Pulling                     | Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.                                        |           |   | X |   |    |
|                                     | Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders. |           |   | X |   |    |
| Grasping                            | Tasks involve gripping, holding, clasping with fingers or hands.                                                                                                                |           |   | X |   |    |
| Manual Dexterity                    | Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.                                                                                       |           |   |   | X |    |
| <b>Sensory Demands of Job Tasks</b> |                                                                                                                                                                                 |           |   |   |   |    |
| Sight                               | Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.            |           |   |   | X |    |
| Hearing                             | Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment                                                       |           |   |   | X |    |
| Smell                               | Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals                                                             |           |   |   | X |    |
| <b>Exposure to Chemical Hazards</b> |                                                                                                                                                                                 |           |   |   |   |    |
| Dust                                | Tasks involve working with dust - e.g. sawdust                                                                                                                                  |           | X |   |   |    |
| Gases                               | Tasks involve working with gases                                                                                                                                                |           |   |   | X |    |
| Fumes                               | Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.                                                                                         |           |   |   | X |    |
| Liquids                             | Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis                                                              |           |   |   | X |    |
| <b>Working Environment</b>          |                                                                                                                                                                                 |           |   |   |   |    |
| Temperature                         | Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room                                     |           |   |   | X |    |
| Confined Spaces                     | Tasks involve working in confined spaces which may affect individuals with claustrophobia                                                                                       |           |   |   | X |    |

## 11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.



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## 12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Created: August 2026

Job Evaluation Assessment Date: 20/10/2026

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### ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Signature:</b>     |  |
| <b>Date:</b>          |  |



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## Training Pathway – AUTOMATION ASSISTANT (AUTOMATION PATHWAY)

### Grade 14

| Timeframe | Skills & Knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 months  | <ul style="list-style-type: none"> <li>Competently completing general industrial electrical installation, maintenance and repair work</li> <li>Participate in the on-call roster for the monitoring of alarms and addressing electrical and instrumentation issues.</li> <li>Ability to explain in basic terms the treatment processes at Council's treatment plants</li> <li>General labouring skills involved in the operation and maintenance of water &amp; sewer treatment plants</li> </ul>                                                                                                                                        |
| 12 months | <ul style="list-style-type: none"> <li>Ability to organise, schedule and complete work in timeframes suitable to water and wastewater treatment</li> <li>Competent in the installation and commissioning of VSDs and large electrical motors and electronic magflow water meters</li> <li>Successfully complete relevant PLC training, including ladder logic, and an ability to perform programming and troubleshooting of Council PLCs.</li> <li>Complete a short course on Schneider's ClearSCADA software package</li> <li>General knowledge and ability to perform basic work on Council's radio and telemetry networks.</li> </ul> |
| 18 months | <ul style="list-style-type: none"> <li>Ability to modify, create and implement new pages and sites on ClearSCADA</li> <li>Successfully completed a short course on communication protocols – Ethernet/IP and Modbus</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| 24 months | <ul style="list-style-type: none"> <li>Successful completion of a RTU programming, testing and commissioning course</li> <li>Competent in designing electrical and automated control systems, including HMI and SCADA.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |

VSD = Variable Speed Drive

PLC = Programmable Logic Controller

RTU = Remote Terminal Unit

HMI = Human / Machine Interface

SCADA = Supervisory Control And Data Acquisition



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