

POSITION DESCRIPTION



POSITION TITLE:	Water and Wastewater Technician
AWARD / CLASSIFICATION:	Local Government (State) Award 2026 / Band 2 Level 1-2
DIRECTORATE /DEPARTMENT:	Assets and Infrastructure / Water Services
PRIMARY LOCATION:	Barham

POSITION OBJECTIVES

The objective of this role is to operate and maintain Council's water, sewer and stored stormwater infrastructure in accordance with relative legislation and Murray River Council Policies and Procedures.

KEY RESPONSIBILITIES

At MRC, responsibility focuses on defined roles and processes that must be in place to achieve accountability.

- Support other Department activities as required by Murray River Councils Delivery Plan
- Refer to MRC Strategic and Department operational plans when carrying out all duties to ensure integrity and alignment of actions and outcomes to the relevant plan
- Operate and maintain water and sewer plant, reservoirs, and pumping systems.
- Monitor electronic control systems and respond to faults.
- Undertake and record water quality testing in accordance with Australian Standards.
- Undertake repairs and maintenance on mains and other infrastructure.
- Provide professional customer service to internal and external customers.
- Undertake water smart meter systems and maintenance.
- Investigate, report and resolve water meter matters.
- Raise electronic requisitions within delegated authority.
- Ensure plant is maintained in good working order, with breakdowns minimised.
- Participate in an on-call roster system.
- Participate productively in all Projects and Continuous Improvement Regulatory and relevant processes as required to ensure Murray River Council achieves projected and sustainable outcomes.
- Comply with all legal, regulatory, ethical, cultural, environmental, and social behaviours and requirements
- Participate in the review process and professional development as required
- Regularly familiarise yourself with all Murray River Council policies and procedures which may change from time to time
- Contribute as a proactive & effective member of Murray River Council as per the organisation values
- Participate constructively in all meetings as required

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- Always treat all colleagues professionally and respectfully

The incumbent can expect to be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2026.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Supervisor Water and Wastewater
Direct Reports:	Nil
Internal Liaisons:	Superintendent Water and Wastewater Senior Leadership Team All Staff
External Liaisons:	Stakeholders and Community members

KEY ACCOUNTABILITIES

Accountabilities align to the key services council must provide both internally and externally. At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities.

S – Strategic Accountability Holder. Strategy, Concept, Direction

B – Business Manager Accountability Holder. Development, Planning and Business Management

P – Projects Accountability Holder. Projects, Implementation with Fixed Start/End Date

O – Operationalising Accountability Holder. Doing, Delivery, Finalisation, Ongoing.

This position contributes to the business unit portfolio accountabilities.

JUDGEMENT AND DECISION MAKING

- Make decisions based on knowledge of department goals and objectives.
- Use previously acquired experience and knowledge to solve problems.
- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to use technology, and follow relevant policies, procedures, processes, regulations, and precedents relevant to the unit.
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities to meet operational outcomes.
- Experience in Microsoft Office 365 including Outlook, Word, Excel and willingness to learn additional programs as require.
- Ability to work independently with minimal supervision, whilst managing tasks and priorities.
- Ability to work autonomously under minimal supervision

MANAGEMENT SKILLS

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- Effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Manage own behaviours in accordance with Murray River Values.

INTERPERSONAL SKILLS

- Outstanding written and verbal communication skills, including the ability to communicate, negotiate and resolve conflict with a wide range of stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to establish rapport and to contribute to a pro-active work culture.
- Preparation of external correspondence.
- Ability to maintain a high level of professionalism, integrity, and confidentiality at all times.

WORK HEALTH AND SAFETY

- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers and others in regard to safety

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Commitment to undertaking continuing professional development.
- Current Driver's Licence
- National Police Check
- Pre-employment Medical
- Current First Aid Certificate

Desirable

- Certificate III Water Treatment or equivalent
- Confined Space Ticket
- Experience in backflow prevention
- Experience in Direct Digital Control systems
- Certificate III Sewerage Treatment
- Medium Rigid Truck Licence

Key Selection Criteria

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1. Demonstrated experience in computer systems, electronic control systems and switchboard operations.
2. Understanding of environmental regulations and health standards relevant to water and wastewater operations.
3. Ability to diagnose issues, perform root cause analysis, and implement effective solutions to resolve operational problems in a timely manner.
4. Demonstrated commitment to maintaining a safe working environment in water and wastewater operations, with a thorough understanding and adherence to safety protocols, procedures, and regulations.

Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have five core values that drive us and our behaviours.

RESPECT	ACCOUNTABILITY	INTEGRITY	SUSTAINABILITY	EXCELLENCE
Building trust to foster positive relationships that create an inclusive and supportive workplace and community. 	Taking responsibility for decisions and actions and being transparent about processes and outcomes. 	Acting honestly and ethically in all council activities. 	We promote sustainability by committing to practices that support the long-term health of the environment, economy and society. 	We demonstrate excellence by committing to high standards in the delivery of all our services. 

Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

Vision, Mission, Values	• Abide by and actively live Council's Vision, Mission and Values.
Dignity & Respect	• Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.

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Work, Health & Safety	Adhere to relevant Work, Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.
Risk Management	Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.
Records Management	Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.
Customer Service & Communication	- Ensure a high level of customer service through effective and efficient use of equipment. - Liaise with internal and external service providers and always represent Council in a positive and professional manner. - Commitment to meeting the needs of the customers (internal or external).
Code of Conduct & EEO	Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.
Teamwork	- Treat all colleagues professionally and respectfully at all times. - Support other Department activities as required by Murray River Council's Delivery Plan.
Report writing	- Contribute to, complete or update Monthly Operational Reporting (MOR) as required. - Contribute to additional reporting as required.

Employee Declaration

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

INCUMBENT:

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Signature & Date

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Print Name