

POSITION DESCRIPTION

Position Title:	Water and Wastewater Labourer	Reports to:	Maintenance OR Construction Supervisor
Department:	Water and Wastewater	Directorate:	Infrastructure, Assets and Projects
Stream:	Stream B field	Pay Level:	Level 2 - 4 (Division 2 - Section 5) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Water and Wastewater Department works within the Infrastructure, Assets and Projects Directorate and delivers on the water and wastewater obligations of Council, whilst providing a high level of customer service to the community. Council's Water Team delivers the essential services of water and wastewater (sewerage) to the Southern Downs community. Water services starts at the source including the treatment and pumping of water, maintaining the network and providing water metering services. Wastewater services start with the property connection and includes maintaining the sewer network, managing pump stations and delivering wastewater treatment services at facilities across the region.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Perform general labouring and other duties as directed to contribute to the effective and efficient operation of the Directorate.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Lay water and wastewater pipes;

- General water and wastewater maintenance work including clearing blockages, water jetting, manhole construction and rehabilitation, water quality testing and emergency repairs;
- Complete bitumen asphalt and concrete work;
- Assist with levels and setting out of jobs;
- Assist with costing jobs for private works;
- Operate and maintain a variety of plant including backhoe;
- Operate and maintain a variety of hand-held power tools and machinery;
- At times, operate specialised leak detection equipment;
- Prepare work sites prior to commencement and clean up following completion of works;
- Plan for materials and plant required to carry out set tasks, including liaison with contractors;
- Read plans, interpret drawings and schematics;
- Undertake fire hydrant flow and pressure testing;
- Install and replace water meters.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. General labouring skills including demonstrated ability to undertake manual handling, labouring and work in the outdoors for extended periods;
2. Knowledge of water and wastewater construction and maintenance techniques and operational procedures;
3. Sound literacy, numeracy and problem-solving skills including the ability to complete documentation in the workplace;
4. Ability to work effectively in a small team;
5. Proven ability to work with limited or no supervision;
6. Ability to plan work and complete within set timeframes;
7. Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.7 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.8 REQUIRED LICENCES AND QUALIFICATIONS

- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain;
- A Class C (car) licence or greater is required in this role;
- A white construction card or the ability to obtain one is a mandatory requirement for this role;
- Enter and Work in Confined Spaces competency or the ability to complete within 12 months of commencement.

1.9 DESIRABLE LICENCES AND QUALIFICATIONS

- A MR Truck Licence is desirable in this role;
- Certificate III Water Industry Operations (Networks) or the willingness and ability to obtain within 24 months;
- Statement of Attainment for a Backhoe from a Registered Training Organisation (RTO).

1.10 PROGRESSION

- Progression to Level 4 will occur upon completion of Certificate III in Water Industry Operations (Networks); or upon completion of 24 months study towards Certificate III in Plumbing.

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

FLEXIBLE HOURS REQUIREMENT – MANDATORY

- Preparedness to work 24 hours on call on a rotational basis, weekends and flexible hours.

PROBATION PERIOD

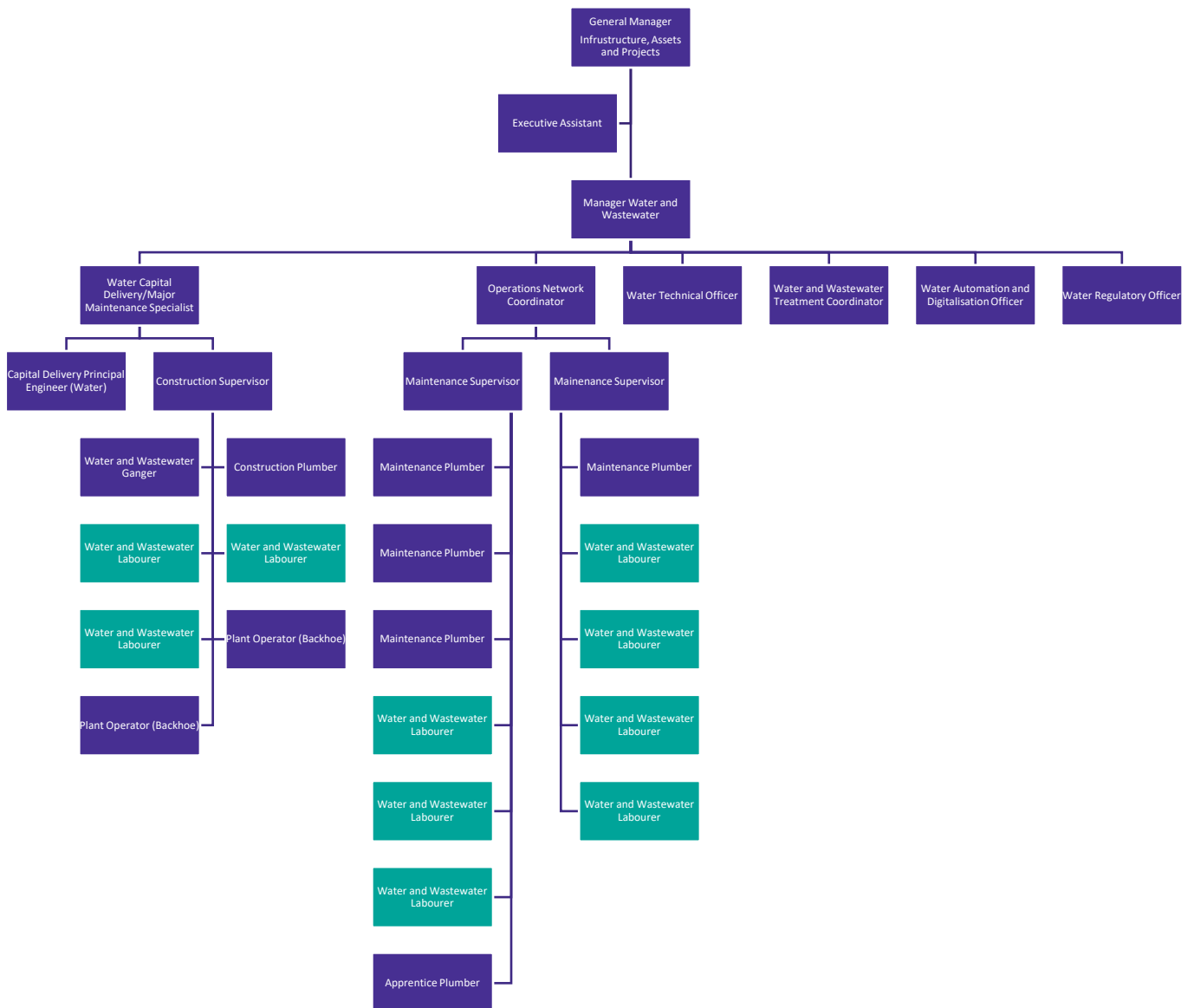
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.