

POSITION TITLE:	PUMPWELL OPERATOR
SECTION	WATER & SEWERAGE SERVICES
DIRECTORATE:	UTILITIES

1. REMUNERATION

Grade 8 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Treatment Plant Coordinator

b) Positions directly reporting to this position:

NIL

3. PURPOSE

The pump well operator is responsible for maintaining an efficient and high standard of workmanship and safety in maintenance and operation of Council's Pump Well facilities.

4. RELATIONSHIPS

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

Internal

- Senior Water and Wastewater Engineer
- Senior Treatment Plants Coordinator
- Senior Water & Wastewater Coordinator
- Water and Wastewater Treatment Plant Operators
- Automation Technician

- Mechanical Fitters
- Water & Wastewater Analyst

External

- Electrical contractors
- Crane hire contractors
- Pump out contractors
- Chemical suppliers
- Suppliers of safety equipment



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government State Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices
Environment	• Consider the protection of the environment when undertaking all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision



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6. PRINCIPAL ACCOUNTABILITIES

- Operate and maintain sewage pumps and pump wells to ensure compliance with operational and environmental specifications and requirements

7. KEY DUTIES

- Operation and day to day maintenance of all sewage pumps and pump well stations including:
 - Enter confined spaces to carry out maintenance
 - Directing cranes to lift and replace pumps and equipment
 - Test, monitor and adjust chemical dosing
 - Disconnect/Reconnect pumps to carry out maintenance
 - General labouring duties
- Performance monitoring including record keeping and maintenance scheduling to ensure pump wells perform to the optimum state.
- Perform routine maintenance and services to plant items which may include oil checks and replacements, clearing blockages from pumps and notify Treatment Plant Coordinators -of any irregularities.
- Record and report on work output, including times of work, assigning of job cost numbers, plant maintenance and the logging of system faults.
- Contribute to improve and observe requirements of risk assessments, SWMS, Work Instructions and emergency procedures pertaining to pump wells.
- Train incumbents in pump well operations.
- Monitor and document pump well performance and maintenance by the use of electronic systems including but not limited to SCADA and MEX programs.
- Investigate cause and take remedial action following SCADA alarms relating to pump well operation
- Immediately report, contain, treat, disinfect and remove sewage spills on private and public land in order to minimize risk to public health and the equipment and report to the appropriate authorities.
- Clear sewer chokes in mains using hand operated equipment, mechanical eel and water jetting equipment
- Operate in relief capacity, plant and equipment associated with water and wastewater activities.
- Maintenance and development of landscaping at pumpwell sites.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B, Tetanus and will be arranged upon commencement



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- 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 roster.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated Mechanical knowledge of pumps and motors.
- Demonstrated computer skills with the ability to use spreadsheets and word documents, perform internet searches and email capabilities
- Demonstrated accurate record keeping skills
- Hold a current Australian Class C driver license
- Hold a White card/General Construction Induction Training card
- Demonstrated experience with problem solving, trouble shooting and decision making.

ESSENTIAL LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council will assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Confined Space Certificate				

DESIRABLE

- Formal mechanical trade certificate.
- Have an understanding of waste water infrastructure.
- Understanding of SCADA and Telemetry systems
- Hold a Chemcert / Smart train chemical certificate.
- Hold a certificate in Water Industry Operations or equivalent.
- Hold a current Dogmans certificate.
- Hold an Electrical Supervisors connect/disconnect licence.

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.

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OOccasional: exposure to the physical factor less than twice a week on average
 FFrequent: exposure to the physical factor 3 - 4 times a week on average
 CConstant: exposure to the physical factor more than 5 times a week on average
 RRepetitive: exposure to the physical factor multiple times in an hour
 N/ANot 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	
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,		X			



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Demands	Description	Frequency				
		O	F	C	R	NA
	usually holding an object within the hands/arms					
	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				
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			
Sensory Demands of Job Tasks						
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		
Exposure to Chemical Hazards						
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		
Working Environment						



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Demands	Description	Frequency				
		O	F	C	R	NA
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.

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 reviewed: August 2026

Job Evaluation Assessment Date: 24 May 2016

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.

Employee Name:	
Signature:	
Date:	

