

Position Description

Water & Wastewater Operator

Directorate	Infrastructure & Assets
Business Unit	Water & Wastewater
Position Number	451008 451014
Location	Water Treatment Plant, Yass
Award Band	Operational Band 1, Level 3 or Level 4
Salary Grade	Grade 3-6
Date position description approved	January 2021

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Water & Wastewater Operator is located within the Water and Wastewater business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”

Council Staff Values



Primary Purpose of the Position

Operate, maintain and construct water supply and sewerage assets to ensure the efficient provision of water and wastewater services to the community.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Operate, maintain and monitor the water treatment plant, pump stations, reservoirs and water reticulation assets. e
- Operate, maintain and monitor sewage treatment plants, sewage pump stations and sewer reticulation assets.
- Participate in the construction and repair of water reticulation and sewer reticulation assets.
- Carry out water quality tests and keep accurate records of results.
- Participate in the water and sewer on-call roster.
- Assist with any other tasks related to the Water and Wastewater Section.

The Supervisor may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with and champion the standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all people with respect and professionalism acknowledging the importance of diversity in the workplace.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Workers are required to follow WHS policies, procedures and safe work practices, identify and report hazards, risks and incidents, support risk management activities, and actively participate in WHS initiatives and continuous improvement.

Key Challenges

- Respond to the operation and maintenance needs of water and wastewater assets in an efficient and timely manner.
- Advise the public of proposed works that are likely to cause an inconvenience and respond to any matters raised in an efficient and timely manner.

Key Internal Relationships

Who	Why
Coordinator Water and Wastewater	Receive guidance and support, provide advice and exchange information.
Manager Water and Wastewater	Receive guidance and support, provide advice and exchange information.
Work teams	Support and exchange information.
Customer Services Team	Provide advice and exchange information.

Key External Relationships

Who	Why
Community	Advise on water and wastewater operation and maintenance activities and projects.

Key Dimensions

Decision making

The incumbent has the authority to take reasonable steps to ensure the achievement of agreed Level of Service objectives as defined by the section Business Plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be made in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Supervisor Water

Essential Requirements

- A certificate in:
 - Chemical Dosing Systems for Water Supplies (Part 1), and/or
 - Wastewater Treatment Operations for Sewage Treatment Plants (Part 1)or the ability to obtain one of the above certificates within 12 months.
- Availability and capacity to undertake on-call duties.
- A white card (general construction induction card).
- A current Class "C" driver licence.

Desirable Requirements

- A Certificate III in a related area such as construction, plumbing, mechanical or electrical trades or relevant industry experience.
- MR Truck Licence
- Confined Space Entry
- Class B Drain Cleaning/Jetting

Approval History

Stage	Date	Comment	MagiQ Reference
Revised	14 January 2021	Convert LGCF	8035
Updated	25 March 2026	Updated introduction paragraph and reporting line.	
Updated	23 July 2026	Added desirable requirements	

Ownership and Approval

Responsibility	Role
Author	Manager Water & Wastewater
Approver	Director Infrastructure & Assets