

ROLE DESCRIPTION TEMPLATE

Water Crew Member



Directorate	Service & Project Delivery	Position Number	Multiple
Branch	Water Services	Position Status	Full - Time
Section	Water Network	Position Grade	C
Reports to	Team Leader Water	Band/Level	Band 1 Level 3
	Nil		Local Government (State)
Direct reports		Award	Award
Indirect reports	Nil		
Date Authorised	12/08/2026	Budget	\$AMT

PRIMARY PURPOSE OF THE ROLE

The purpose of this position is to deliver works including inspection, testing, maintenance, operation, repair, renewal and construction of water reticulation assets. The position works in accordance with planned and reactive programs to meet service delivery functions of Water Services and regulatory standards, specialising in construction of new services, modifications of existing services, asset installations and maintenance, network operation and water quality monitoring.

This position will collaborate with internal and external stakeholders, and at times interact with community members.

KEY ACCOUNTABILITIES

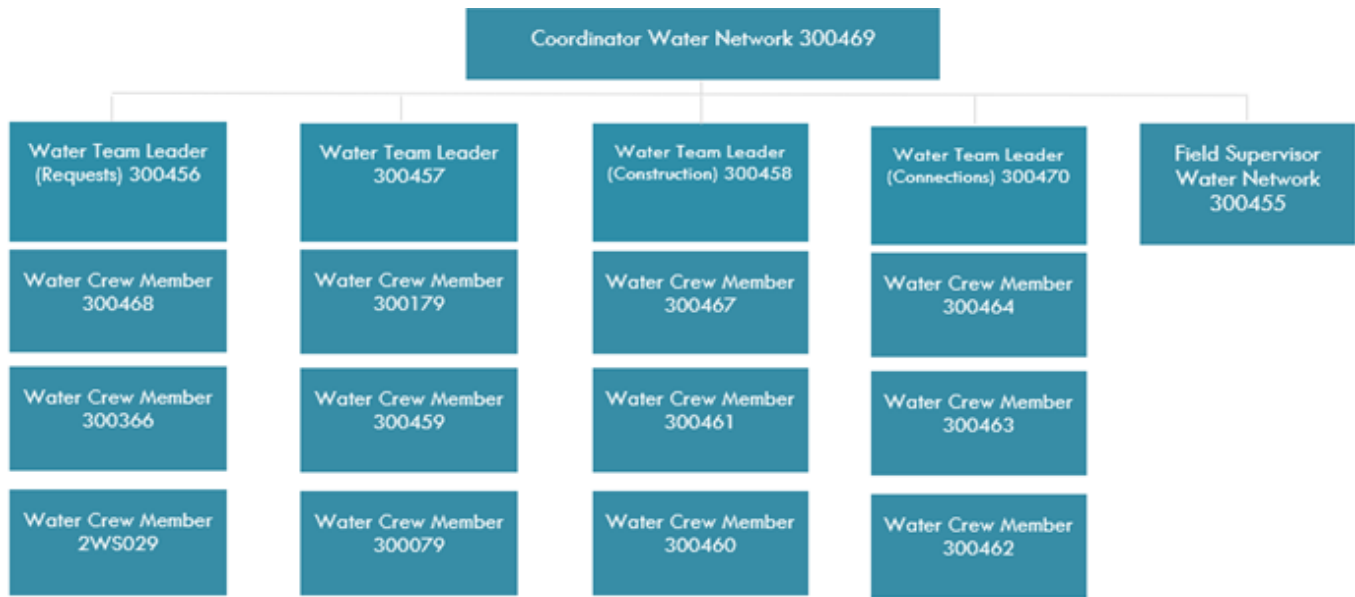
1. Participate in manual labouring tasks, operating of tools, equipment and machinery for the purposes of inspection, construction and/or maintenance, repair and rehabilitation of Councils water reticulation assets.
2. Collaborate with team ensuring that assigned programmed and/or reactive work is actioned and completed accurately and within agreed timeframes to regulatory standards.
3. Promote a positive WHS culture where understanding, managing and accepting appropriate risk is part of all decision-making processes.
4. Exercise judgement and initiative in resolving day-to-day issues and managing agreed projects in accordance with legislative and regulatory standards.

Note: an employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Managing a busy and varied workload with competing demands in an environment that can be unpredictable
2. Working in environments whereby the community have direct access to yourself and your crew and can at times become confrontational and challenging

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Water Services Teams and Crew Members	Collaborate with teams to ensure efficient use of resources.

External

Who	Why
Private Residence & Commercial Business Holders	Maintain effective communication with community and business holders to facilitate relationships.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

No

ESSENTIAL CRITERIA

1. Proven ability in team collaboration, communication, and problem-solving skill set.
2. Demonstrated ability in the use of computer applications, and operating devices, embracing digital solutions for works activities to enable field productivity and scheduling based systems to facilitate day-to-day operations.
3. Ability to effectively communicate with key stakeholders in delivering information on operational and maintenance services.
4. WHS Induction Card, and Class C drivers' licence

DESIRABLE CRITERIA

1. Demonstrated knowledge and experience in water industry, network, maintenance activities including construction, operating tools, equipment and machinery.
2. Current Medium Rigid (MR) Driver Licence, with demonstrated knowledge and competency in load restraint requirements.

ESSENTIAL REQUIREMENTS

- *Maintain drivers' licence without restriction and ability to operate manual transmission*
- *Complete immunisation record of Hepatitis A, B and Tetanus*
- *Health assessments and fitness requirements*
- *Participation in Drug & Alcohol testing*
- *Facilitate safe work practices as per WHS legislation and regulation*
- *Participate in on-call roster and overtime (where applicable)*
- *Comply with and participate in Councils training programs and policies, including participation in compulsory and mandatory training.*

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands (Do not add or delete items from this list)	Frequency Select from the drop down menu
Sitting - remaining in a seated position to perform tasks	Infrequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Frequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Frequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Frequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Frequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Occasional
Reaching - Arms fully extended forward or raised above shoulder	Frequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Frequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Occasional
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor-powered vehicle	Frequent
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. irate customers	Occasional

Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Occasional
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Frequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Frequent
Fumes - Exposure to noxious or toxic fumes	Frequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Frequent
Hazardous substances - e.g. Dry chemicals, glues	Frequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Frequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Frequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Frequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Frequent
Confined Spaces - areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Frequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Occasional
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Occasional

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
Read the behavioural indicators for each level for the listed capabilities before selecting a level.								
 Personal Attributes	✓	Manage Self	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Display Resilience and Adaptability	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Act with Integrity	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Relationships	☐	Communicate and Engage	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Community and Customer Focus	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Work Collaboratively	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Results	☐	Plan and Prioritise	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Think and Solve Problems	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Create and Innovate	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Resources	☐	Finance	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Assets and Tools	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Workforce Leadership	☐	Manage and Develop People	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	• Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Personal Attributes Display Resilience and Adaptability	Foundational	• Adapts to changing work tasks and environments • Is open to new ways of doing things • Stays calm in difficult situations • Does not give up easily when problems arise • Asks questions and offers own opinion
Results Create and Innovate	Foundational	• Contributes own knowledge and ideas • Suggests improvements to the way work is done
Results Deliver Results	Intermediate	• Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget

Template created by	Name	Date

FORM SUBMISSION
People and Culture

People and Culture Office Use only

Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature Date enter a date.
