Lachlan Shire Council

Position Description
Plant Operator Reticulation Maintenance

Directorate	**Infrastructure Services**
Location	**Condobolin**
Classification/Grade/Band	**Grade 5 - Band 1/Level 3**
Position Code	**4300041**
Date position description approved	**August 2024**

Council Overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush. All our towns and villages have unique features and attractions to explore, come and see some of the most beautiful country in Australia.

Council Values

COOPERATIVE
Team work is the key, all working together towards a common goal

RESPONSIVE
Committed to the needs of the Organisation and the Community

RESPECT
We treat others with kindness, fairness and tolerance in all our professional and personal interactions

EFFECTIVE
We accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort

PROUD
We take pride in our work and doing the best job we can. We are proud of Council and its achievements

Primary purpose of the position

The primary function is to perform a variety of duties from labouring to plant operation, typically related to the operation, maintenance, repair and installation of water and sewerage reticulation, pumping stations and reservoirs.

Key Accountabilities

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

- Ensure the Maintenance and repair, and installation of sewerage and water reticulation, pumping stations and reservoirs is undertaken efficiently and competently
- Ensure the operation and maintenance of Council trucks requiring up to a class 'HR' drivers licence and Council backhoe is undertaken efficiently
- Ensure that the operation of plant, including; hand held and hand operated machinery, such as friction cutters and compactors/rollers are undertaken efficiently
- Ensure plant and equipment are regularly serviced and maintained
- Ensure relief operation and maintenance of water and sewage treatment plants and pumping stations including testing of water quality and process adjustment to meet regulatory requirements are undertaken efficiently
- Assist in the maintenance and repair of water and sewage treatment plants and pumping stations in support of the Water and Sewer Operators
- Implement Traffic Control signage in accordance with the Traffic Control Plans
- Ensure general labouring and operational duties are undertaken efficiently
- Ensure the identification and evaluation of work conditions including location of underground services are accurate and adhered to
- Ensure accurate use of levelling equipment
- Ensure all Council WH&S policies and procedures are adhered to at all times
- In accordance with Clause 9 (ii) Local Government (State) Award, the employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training

Key Challenges

- Competing demands and priorities
- Meeting the expectations of the community to maintain water/sewer supply

Key Relationships

Who	Why
Utilities Manager/Engineer	• Guide, direct, and mentor team members support performance and development • Lead discussions and decisions regarding service goals and outcomes
Utilities Coordinator	• Provide advice and progress on future works program • Support and contribute to decision making • Identify emerging issues/risks and their implication and propose solutions
Internal Customers	• Provide advice on a range of water sewer related issues • Manage expectations and resolve issues.

Key External Relationships

Who	Why
Members of the public	• Maintain a friendly, professional and positive council presence • Ensure public safety at all times

Reports to

Utilities Coordinator

Essential Criteria

- Class ‘C’ drivers licence
- Medium Rigid licence or able to obtain within 3 months
- Previous work related experience
- Construction Induction Certificate
- Confined Space Certificate
- Good customer service and communication skills
- Basic reading and writing skills
- Demonstrated knowledge of plant maintenance
- Asbestos awareness training

Desirable Criteria

- Heavy Rigid Licence
- Water or Wastewater Treatment Operator Certificates Part 1 & 2, or Certificate III Water or Wastewater Industry Operations, or equivalent
- Basic knowledge of telemetry and SCADA
- Backhoe competency
- Traffic Controllers Certificate
- Apply Traffic Control Plans Certificate
- Chainsaw Certificate
- Forklift licence
- High pressure jet training

Capabilities for the role

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities. Performance in the role will be assessed against these competencies.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
 **Personal attributes**	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	**Intermediate**
 **Relationships**	Communicate and Engage	Foundational
	Community and Customer Focus	**Intermediate**
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
 **Results**	Plan and Prioritise	**Foundational**
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 **Resources**	Finance	Foundational
	Assets and Tools	**Intermediate**
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Demonstrate Accountability	Intermediate	• Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Work Collaboratively	Foundational	• Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Plan and Prioritise	Foundational	• Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources Assets and Tools	Intermediate	• Uses a variety of plant, work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain plant, work tools and equipment appropriately • Contributes to the allocation of plant, work tools and resources to optimise team outcomes