



Carrathool Shire Council

POSITION DESCRIPTION

Water and Sewer Operator

DIRECTORATE	INFRASTRUCTURE
REPORTS TO	WATER & SEWER TEAM LEADER
CLASSIFICATION	BAND 1 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	7
STATUS OF EMPLOYMENT	PERMANENT
HOURS OF WORK	38
POSITION CODE	4310
DATE APPROVED	1 JANUARY 2020

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

This position is responsible for the effective and efficient operation of Water and Sewerage plant and maintenance of water and sewerage reticulation systems.

Repair and maintain council's assets including plant and equipment to ensure the provision of a reliable service to the community and promote the image of council as an efficient organisation.

Key accountabilities

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

- Operate and maintain Water and Sewer treatment plants efficiently to meet regulatory requirements.
- Operate and maintain Water and Sewer reticulation systems in safe and efficient manner to serve the community.
- Monitoring of and compliance with Critical Control Points (CCP's) related to water treatment plant and reticulation systems to achieve specific process outcomes.
- Operate and maintain water disinfection systems.
- Repair and maintain reservoirs to ensure they are operating efficiently.
- Use all type of equipment and plant to provide Water and Sewer services to the community.
- Operate and maintain swimming pools to ensure water quality is within the require standards.
- Provide support and help as required to other W&S teams across the shire.
- Effectively use technology including by not limited to computers / iPad etc to monitor and manage water and sewer systems.
- Assist in developing documents such as SWMS or procedures relating to Water & Sewer.
- Work in a team environment and independently.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	• Ensure an efficient, courteous and professional service to internal and external customers at all times. • Present a positive image of Council at all times. • Exceed customer expectations by accurately identifying and resolving their complaints. • Take part proactively in community consultation and provide inputs in developing and implementing communication strategies for the council and W&S department
Governance	• Carry out work in line with relevant legislative requirements, codes, practices, and standards. • Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures. • Take responsibility for and manage own work and contribute to a productive work environment. • Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies. • Ensure accurate and timely record keeping in accordance with Council's requirements
Work Health and Safety	• Perform work in accordance with WHS Legislation and Council's Policies and procedures. • Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor. • Contribute to work health and safety of self and others. • Attend and participate in all training as directed.
Risk Management	• Assist council supervisors and managers in identifying and assessing hazards at the workplace. • Be aware of and follow Council's risk management procedures when undertaking tasks or projects. • Do not interfere or misuse any safety device or equipment which has been provided.

Environmental

- Consider the protection of the environment when undertaking Council activities.
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Key relationships

Internal	External
Manager Water and Sewer	Community members
Water and Sewer Team Leader	
Water and Sewer Operators	
Other Staff	

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

Essential requirements

1. Basic understanding of water and sewer treatment plant and reticulation operations.
2. Working ability to operate and maintain various items of plant and equipment.
3. Basic understanding of chlorination systems.
4. Experience in general labouring activities and maintenance techniques.
5. Demonstrated experience in the use of Microsoft office programs and data entry.
6. Demonstrated knowledge of safe working procedures and skills.
7. General Induction for Construction certificate (White card).
8. Class C Driver's Licence.

Desirable requirements

9. Certificate III in Water Operations or related discipline.
10. Confine Spaces Certificate.
11. Chemical Accreditation – AQF Level III.
12. Qualifications in Traffic Control.

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Intermediate	4
	Display Resilience and Adaptability	Proficient	1
	Act with Integrity and Courage	Intermediate	2
	Demonstrate Accountability	Intermediate	3
 Relationships	Communicate and Engage	Intermediate	2
	Community and Customer Focus	Intermediate	1
	Work Collaboratively	Foundational	4
	Influence and Negotiate	Intermediate	3
 Results	Plan and Prioritise	Proficient	1
	Think and Solve Problems	Proficient	2
	Create and Innovate	Intermediate	4
	Deliver Quality Results	Proficient	3
 Resources	Finance	Foundational	4
	Assets, Tools and Resources	Foundational	2
	Technology and Information	Intermediate	1
	Procurement and Contracts	Foundational	3

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

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 a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 Personal Attributes Display Resilience and Adaptability	Proficient 	• Demonstrates flexibility, shows initiative and responds quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback and advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through difficult challenges and looks for alternative solutions • Stays calm and acts constructively under pressure and in difficult situations
 Relationships Community and Customer Focus	Intermediate 	• Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
 Results Plan and Prioritise	Proficient 	• Appropriately re-prioritises work tasks as required • Plans and organises own work tasks as appropriate • Provides meaningful and appropriate contributions to team objectives
 Resources Technology and Information	Intermediate 	• Makes effective use of records, information, and knowledge management systems. • Supports the introduction of new technologies to improve efficiency and effectiveness

Progression skills, qualifications, and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above

Step 1 (Entry Level) Essential Criteria	• Basic understanding of water and sewer treatment plant and reticulation operations. • Working ability to operate and maintain various items of plant and equipment. • Basic understanding of chlorination systems. • Experience in general labouring activities and maintenance techniques. • Demonstrated experience in the use of Microsoft office programs and data entry. • Demonstrated knowledge of safe working procedures and skills. • General Induction for Construction certificate (White card). • Class C Driver's Licence
Step 2	• Prerequisites from Steps 1 plus: • Council's general induction completed • Competently operate an excavator • Basic ability to use Telemetry system to identify faults. • Demonstrates Stream 1 capabilities
Step 3	• Attainment of Confine Spaces Certificate. • Attainment of Qualifications in Traffic Control • Attainment of Certificate to work safely near live electrical apparatus as a nonelectrical worker • Attainment of Chemical Accreditation – AQF Level III. • Certificate III in Water Operations or related discipline (commencement). • Demonstrated ability to use maps and diagrams to source information • Demonstrates Stream 1 & 2 Capabilities
Step 4	• Prerequisites form Steps 1, 2 and 3, plus: • Demonstrated knowledge of their water and sewerage system and location of their water and sewerage assets. • Attainment of SafeWork NSW HRW Licence for a forklift (class LF) • Demonstrates Stream 1,2 & 3 Capabilities
Step 5	• Prerequisites form Steps 1, 2,3, and 4 plus: • Competently work across all Councils water and sewer schemes. • DPIE Wastewater Treatment Operation – Part 1 & 2 • Water Treatment Operation – Part 1 & 2. • Demonstrates Stream 1,2, 3 & 4 Capabilities

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

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 Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / ____

HR Signature _____ Date ____ / ____ / ____