

Position Description

Position Title	Multi-Skilled Water / Sewer Operator
Position Code	WAT003
Department	Engineering
Division	Water
Reports To	Team Leaders: Reticulation, Water/Sewer Projects
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 4
Position Status	Full-time
Allowances	Level 1 Adverse Working Conditions Allowance On-Call Allowance (when operating in an on-call capacity)

SPECIAL CONDITIONS

Incumbents will be required to participate in an on-call rotating roster as well as after-hours work as required.

REPORTING STRUCTURE

Team Leader Water Reticulation / Team Leader Water and Sewer Projects
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Multi-skilled Water / Sewer Operator

PRIMARY PURPOSE OF THE POSITION

The incumbent of this position will assist in all areas of Council's water and sewer operations which will include operating, maintaining and repairing all water and sewer infrastructure within Forbes township.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake a range of maintenance, operational, scheduled and project based work associated with the water and sewer system infrastructure under direction of the Supervisor Water</i>	80%
<i>Professional development including participating in training as required, including Certification through the WIOA system as a Registered Operator, conferences and DPE training programs</i>	20%

POSITION RESPONSIBILITIES

- Undertake water and sewer reticulation maintenance and operational work and other work as required and directed by supervisors. All work must be in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards;
- Undertake sewer work including clearing sewer chokes and assisting the Sewer Team Leader in maintenance activities (including replacing services and repairing manholes)
- Undertake new construction work, including the laying of new water and sewer mains
- Perform water reticulation and operation maintenance activities in a safe manner as required in compliance with relevant laws, standards, Council policy and having regards for the safety of the public, road users and other employees;
- Assist the Team Leader Water Filtration, Team Leader Water Reticulation and operators in the day to day operation, maintenance and repair of Council's Water Filtration Plant, metering systems, water reticulation system, pump stations and water storage reservoirs to ensure continuity of service and the effective operation in compliance with relevant laws and standards;
- Assist the Water and Sewer Leadership team by undertaking a range of activities to support the completion of capital works projects in compliance with relevant standards and direction;
- Undertake a range of water sample testing and laboratory procedures related to the water supply system and sewer system to ensure the supply of safe water in compliance with regulatory standards, laws as well as compliance with Quality Drinking Water Guidelines;
- Implement site safety including: approved traffic control plans, signage, barriers etc. as directed;
- Operate plant and equipment in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees including inspections prior to, during and at the completion of use to identify any mechanical problems or potential issues whilst ensuring that Council's Workshop Foreman is notified if repairs are required;
- Undertake daily plant and equipment servicing and maintenance in accordance with Council procedures and manufacturing guidelines;
- Investigate service complaints and evaluate the repairs and/or relevant action with the aim of maintaining Council's assets, budget expenditure and customer health;
- Provide outstanding Customer Service and be the Face of Forbes Council to the community

- Perform water meter readings and undertake restriction and/or termination of consumer services as directed;
- Ensure weekly maintenance and operational reports where required are completed in a timely, professional standard;
- Carry out emergency maintenance works including labouring work as required;





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Water	Direction, guidance and mentoring
Water Engineer [Graduate]	Direction, guidance and mentoring
Supervisor Water	Guidance, support and mentoring
Team Leader Water and Sewer Projects	Direct Supervisor – Daily contact and communication including operations, performance and all related matters
Team Leader Water Filtration Plant	Support, guidance and mentoring whilst working at the plant
Team Leader Water Reticulation Operator	Support, guidance and mentoring whilst working onsite
Team Leader Sewer Treatment Plant	Support, guidance and mentoring whilst working at the plant
Water Team	In the delivery of reticulation works and projects
Works Team	In the delivery of projects and works
People and Strategy Department	Support and guidance in the area of HR, WHS and IT
Council Staff	Support and guidance as required
External	
Business Community, Community Members,	In the delivery of reticulation works and projects
Contractors	In the delivery of works and projects
Authorities / Government Departments	DPI, NSW Office of Water, NSW Department Commerce (Public Works), SafeWork

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Works Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

PERSON SPECIFICATION

Essential

- Ability to problem solve and think logically
- Ability to perform in high pressure situations
- Basic mathematical skills
- Ability to work autonomously and do manual labour
- Previous experience in an operational environment would be highly advantageous
- Willingness to undertake required training

Essential tickets or the ability to obtain

- WHS Construction Induction Certification;
- HR Licence (MR Licence minimum);
- Forklift Ticket;
- Demonstrated competency and experience in the following plant operations:
 - Backhoe;
 - Excavator;
 - Skidsteer.
- RMS Certification – Traffic Controller;
- RMS Certification – Implement Traffic Control Plans;
- Asbestos Handling and Awareness Training;
- Asbestos Removal;
- Confined Spaces Certification;
- Working at Heights;
- Protect underground services;
- Working Safely near electrical apparatus;
- Trench support
- Certificate III Water Industry Operations – Mains Maintenance and Service;

Experience

- Experience in water reticulation operations (desirable)
- Demonstrated commitment to safety and best practice principles and guidelines;
- Commitment to providing high quality levels of customer service;
- Demonstrated high level communication skills with the ability to effectively communicate with a diverse audience.

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Fully fitted Water Reticulation van;
- Mobile Tablet + Cradle (fitted to vehicle);
- Man Down Pendant (remote work);
- Plant including:
 - Backhoe;
 - Excavator (5 Tonne);
 - Skidsteer with attachments.

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 operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

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 Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No