

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Technical Assistant (Water Services)
Position Number:	167
Department and Section:	Engineering Services
Band/Level:	Local Government (State) Award : Band 1 Level 4 Grade 9
Reports to:	Senior Water Services Engineer
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Permanent, Full time, 35 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.

POSITION OBJECTIVE

This position contributes to the organisation by:

- Provision of assistance as required for sustainability of Council's Water and Waste Infrastructure based upon agreed and funded community Levels of Service, minimum life cycle costs & acceptable risk.
- Provision of assistance as required with the day to day maintenance, supervision and running of Council's Water and Sewerage reticulation and treatment services to ensure compliance with Water Quality Guidelines, Department of Environment & Conservation Guidelines and State Legislation (DECCW, NoW, WorkCover, WH&S, etc.)
- Contribute effective and efficient service to Council's Water Services Section and residents by maintaining compliance with WH&S requirements including SWMS, manuals, policies and procedures.
- Provision of assistance as required to ensure compliance with water and sewerage legislative guidelines including the coordination and monitoring of water, sewerage, effluent reuse and bores testing.

ABOUT YOU

You will be a problem solver with a commitment to provide reliability in the quality and delivery of your work whilst working across multiple projects. You must also be able to work in a team environment, have good communication skills and be able to follow instructions clearly and concisely.

KEY DUTIES AND RESPONSIBILITIES

Shall include but not be limited to:

- Provide input to the water and sewer investigations (e.g. water and sewer main replacement, leak detection program, sewer main infiltration studies, CCTV work).
- Assist with regular WH&S audits for the water and sewerage systems.
- Assist with the delivery of water and sewer's construction program.
- Assist with the operation and maintenance of council's water and sewer networks within budget.
- Attend promptly to enquiries from customers, councillors, and other staff.
- Preparation of reports to submit to various agencies external or internal as required.
- Provide assistance as required to ensure that all water and sewer operations operate efficiently and comply with relevant licence requirements, guidelines and legislation.
- Assist in maintaining recording systems for water and sewerage.

- Assist with preparation of information to be included in budget considerations both maintenance and capital sections.
- Have an understanding of budget implications when involved with designated projects allocated.
- Ability to problem solve during general delivery of projects allocated with an understanding of when to consult with other staff when required.
- Maintain and keep databases up to date as required.
- Be active with maintaining asset information for water and sewer registers. Could involve surveying, condition assessment or interpreting contractor's results from reports.
- Knowledge about NSW water and sewerage asset management guidelines.
- Raise purchase orders and ensure their timely return to the Accounts Payable section as required.
- Photocopy, collate and bind documents as required.
- Complete all Trim correspondence and CRM requests for your specific job title.
- Attend local and regional meetings as required.
- Cooperate with Council to assist the organisation comply with the obligations under the WH&S Act and Regulations and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's WH&S policies and procedures.
- Comply with Council's Code of Conduct.
- Comply with Equal Employment Opportunity policies and procedures.
- Attend training sessions as required.
- From time to time, undertake any other duties as directed.

ESSENTIAL CRITERIA

- Cert IV in Civil Construction or equivalent relevant qualifications or relevant industry experience.
- Relevant experience in water/sewer and understanding of the role of engineering within a Local Government context.
- Ability to work as a team member and work unsupervised as required.

Literacy, Numeracy, and record keeping:

- Excellent organisational skills, with the ability to exercise judgement in the preparation of high-quality documentation.
- Excellent written and verbal communication skills with the ability to liaise with construction and maintenance crews, community organisations, consultants, contractors, and officers from government utilities.

Technical Skills:

- Computer skills for the operation of databases, spread sheets and presentation software plus word processing skills.
- Ability to interpret legislation and solve problems in relation to the position.
- Ability to read, interpret, implement and amend water and sewer plans

Tickets and Licences:

- General Construction and Induction card
- Level of Licence: Current NSW Class C Driver Licence (Manual)

Immunisations required:

- Ability to provide evidence of vaccination/immunisation for COVID-19, Tetanus and Hepatitis A & B and maintain currency of this throughout your period of employment.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisation including COVID-19 vaccination.
- Ability to provide evidence of working rights in Australia.

- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Relevant experience in collection and management of asset data and CAD and GIS mapping software.
- Experience in water/sewerage construction works or general construction and or maintenance in water / sewerage field of operation
- Traffic Controller Ticket and Implement Traffic Control Guidance Plans Ticket
- Confined Spaces Ticket
- Working at Heights Ticket
- First Aid Certificate

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: