

# Role Description

## Crew Member – Water & Sewer



<b>Title</b>	Crew Member – Water & Sewer
<b>Classification/Grade/Band</b>	Band 1 Level 3
<b>Group/Unit</b>	Water and Sewer / Network Operations and Maintenance / Network Maintenance / Civil
<b>Reports to</b>	Team Leader Civil

### Vision

A vibrant organisation doing great things

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values: Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Crew Member – Water & Sewer is responsible for the operation, maintenance, repair and construction of water and sewerage infrastructure.

The position of Crew Member – Water & Sewer is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Perform operational, maintenance, repair and construction activities in support of water and sewerage infrastructure including water and sewer mains and fittings, reservoirs, pumping stations and vacuum systems;



- Assist in undertaking and resolving works with regard to minimisation of disruption, customer inconvenience, safety and environmental impact;
- Operate plant and equipment required to carry out duties where relevant tickets have been obtained. This may include excavators, tippers, electrical and pneumatic power tools, power saws, tampers, and chainsaws etc;
- Ability and willingness to work after hours as required and to respond to call outs and incidents in a timely manner (Within 1 hour on site);
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions made by the Crew Member – Water & Sewer affect the work and activities of others within the work group or team;
- The work of the Crew Member – Water & Sewer influences the external environment by ensuring services are consistent with Council standards;
- The Crew Member – Water & Sewer is accountable for own work performance. Liability generally lies with the Supervisor or Council as the employer;
- Has little or no responsibility for budget development; and
- Looks for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;



- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies.

### **Team Work**

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;



- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## QUALIFICATIONS

### Essential

- Valid White Card (General Construction Induction Card) – SafeWork NSW or equivalent;
- Current Class MR Driver's Licence;
- Current Confined Spaces Certification;
- Hepatitis A & B immunity.

### Desirable

- Current Truck Mounted Crane Operator certification;
- Current SafeWork NSW Licence to perform High Risk Work for Vehicle Loading Crane (CV);
- Current Excavator Operator Certificate of Competency;
- Current First Aid Certificate;
- Current Working at Heights Certification;
- Current SafeWork NSW Dogging Certification;
- Current RMS Traffic Controller Certification;
- Current RMS Implement Traffic Control Plans;
- Current Work Near Overhead Power Lines Certificate;
- Asbestos Awareness Certificate.

## EXPERIENCE

- Proven ability to work as an effective and trusted team member through effective communication both verbally and in writing with both staff and the general public;
- Demonstrated ability and commitment to provide excellent customer service;
- Demonstrated ability and experience carrying out administrative duties within the scope of the role, eg. Completion of job related forms/timesheets in timely and accurate manner or as directed;



- Demonstrated experience and/or knowledge to operate, maintain, repair and construct water and sewerage infrastructure and associated assets;
- Demonstrated ability to interpret soft and hard copy design plans, drawings and estimates;
- Demonstrated ability to use basic computer programs (including Word, Excel, and Outlook) and complete electronic forms accurately.

### Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)

