

POSITION TITLE:	Water Network Crew
POSITION NUMBER:	10509
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
AWARD CLASSIFICATION:	3 - 6 Level 1 Labourer 3 - 4 and; Level 2 Plant Operator/Labourer 6 <i>Movement between these classifications is dependent on skills and qualifications.</i>
REPORTS TO:	Plumber
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Water Network Crew will undertake planned or responsive activities, repairs to the water, wastewater and recycled water networks and within the treatment plants as required. This includes duties such as day to day job planning, job safety and risk assessments, traffic management implementation, identifying and reporting failures, causes and remedies, manual work, pipe repairs including disinfection and clearing sewer blockages. This position has the option to learn how to review and close out basic customer requests using Council's technology. This position is required to report changes on repair work undertaken to ensure asset record accuracy where required.

The Level 1 Labourer will be predominantly responsible for general labouring duties to fulfill the requirements of the role, however where it is deemed the employee has particular skillsets and experience, they may be required to assist in more technical duties.

In addition to Level 1 duties, the Level 2 Plant Operator/Labourer must be verified as competent in operating plant and equipment, e.g. trucks, excavator, backhoe, vac truck etc. in order to progress to this level.

KEY RESPONSIBILITIES IN THIS ROLE

Level 1 Water Network Crew - Labourer (Level 3-4)

1. **Continuity of service.** Effectively and efficiently undertake work as directed to minimise disruption of council's service delivery of the community.
2. **Customer Service.** Communicate in a polite and effective manner with internal staff and members of the public in line with council's customer service standards.
3. **Planned Maintenance.** Undertake planned maintenance activities as directed on water, sewer and recycled water networks. Carry out manual and general labouring duties as required.
4. **Responsive Maintenance.** Undertake responsive maintenance activities as directed on water, sewer and recycled water networks and within the treatment plants if required. Carry out manual and general labouring duties as required.
5. **Safety and training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.
6. **On-call / after-hours.** Participate in an on-call roster system as a crew member to undertake after-hours responsive or planned maintenance activities.
7. **Procedures.** Ability to interpret and follow standard operating procedures and directions.
8. **Teamwork.** To participate and contribute to a team-based approach that results in a positive and outcome focused team environment.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager in line with the limits of the employee's skill, competencies and training.

Level 2 Water Network Crew Plant Operator/Labourer (Level 6)

1. **Continuity of service.** Undertake work as directed to minimise disruption of council's service delivery to the community.
2. **Customer Service.** Communicate in a polite and effective manner with internal staff and members of the public in line with council's customer service standards.
3. **Planned Maintenance.** Undertake planned maintenance activities on water, sewer and recycled water networks. Carry out manual and general labouring duties as required.
4. **Responsive Maintenance.** Undertake responsive maintenance activities on water, sewer and recycled water networks and within the treatment plants if required. Carry out manual and general labouring duties as required.
5. **Machinery Operation.** Safely operate plant and equipment, e.g. trucks, excavator, backhoe, vac truck etc. as required to complete routine works.
6. **Safety and training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.
7. **On-call / after-hours.** Participate in an on-call roster system as a crew member to undertake after-hours responsive or planned maintenance activities.
8. **Procedures.** Ability to interpret and follow standard operating procedures and directions. Be actively involved in the review of these procedures. Ability to understand regulatory documents.

9. **Teamwork.** To participate and contribute to a team-based approach that results in a positive and outcome focused team environment.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager in line with the limits of the employee's skill, competencies and training.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Level 1 Water Network Crew - Labourer

Mandatory:

- Willingness and ability to undertake further training in water and wastewater network management and planned and responsive maintenance activities.
- Sound verbal and written communication with the ability to operate council's technology.
- Ability to work autonomously and within a team environment.

Desirable:

- Field and/or general labouring experience in a similar or related role.

Level 2 Water Network Crew - Plant Operator/Labourer

Mandatory:

- Sound knowledge of water and wastewater network management and planned and responsive maintenance activities.
- Field and/or general labouring, plant and equipment experience in a similar or related role.
- Willingness and ability to undertake further training in water and wastewater network management and planned and responsive maintenance activities.
- Sound verbal and written communications with the ability to operate council's technology.
- Ability to work autonomously and within a team environment.
- Ability to contribute to problem solving and be proactive in providing solutions.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Level 1 Water Network Crew - Labourer

Mandatory pre-employment:

- Minimum of Queensland C class provisional drivers' licence.
- General Construction Induction Card.

Mandatory (or ability to obtain and maintain during employment):

- Certificate III in Water Industry Operations (or equivalent).
- Remove non-friable asbestos, enter and work in confined spaces, operate breathing apparatus and work safely at heights statement of attainments.
- Traffic management implementation.

Desirable:

- Excavator and/or backhoe statement of attainment and/or ticket.
- Queensland MR class drivers' licence.
- Forklift HRWL

Level 2 Water Network Crew - Plant Operator/Labourer

Mandatory pre-employment:

- Queensland MR class drivers' licence.
- General Construction Induction Card.

- Excavator and backhoe statement of attainment and/or ticket.

Mandatory (or ability to obtain and maintain during employment):

- Certificate III in Water Industry Operations or equivalent.
- Remove non-friable asbestos, enter and work in confined spaces, operate breathing apparatus and work safely at heights statement of attainments.
- Traffic management implementation.

Desirable:

- Skid steer statement of attainment and/or ticket.
- Forklift HRWL.
- Dogging (DG) HRWL
- Instal trench support statement of attainment.
- Certificate III in Plumbing

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work outdoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 15kg, carrying up to 15kg.

This position will be required to perform work where environmental factors may include heat/cold, wind, rain, sun, noise, wildlife, effluent.

This position will be included in an on-call roster system to undertake after-hours responsive or planned maintenance activities where fatigue levels will need to be self-monitored and managed.

IMMUNISATION REQUIREMENTS

Council's Health Risk Assessment has identified this position as having exposure to biological hazards as they may encounter raw water, sewage aerosols and biosolids. Council offers an immunisation clinic to all workers who are in roles that have exposures to biologicals to provide protection against vaccine preventable diseases such as Tetanus, Hepatitis A and Hepatitis B.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management processes.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Medical assessment
- Qualification check
- Reference checks

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	1
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	1
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
