



<b>Position Description</b>	
<b>Field Operator (Upper River Sewage Treatment Plant)</b>	
<b>Name of appointed officer:</b>	<b>Vacant</b>
<b>Date of appointment:</b>	
<b>Date of last review of position description:</b>	<b>November 2016</b>

<b>1.</b>	<b>Salary and conditions</b>	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 1 Level 3
	Position limit within salary system: (20 Grade structure)	Grade 4 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	38

<b>2.</b>	<b>Organisational relationships:</b>	
	Directorate:	Works & Civil
	Section:	Water Cycle
	Unit/team:	N/A
	Work base:	Upper River STP's (as required by the position)
	Position responsible to:	Supervisor (Water & Sewer West)
	Level of support and supervision:	High supervision
	Level of personal management:	Medium
	Level of teamwork required:	High
	Supervision of staff:	Nil
	Internal contacts:	All staff within workgroup
	External contacts:	General public

<b>3.</b>	<b>Physical demands of the position</b>
	Frequent travel between worksites
	Climbing of ladders and steps
	Capable of working in difficult terrain
	Prolonged standing
	Frequent bending
	Manual handling
	Access and egress to plant and equipment

<b>4.</b>	<b>Purpose of the position</b>
4.1	To assist with delivery of high quality services in relation to the Upper River Sewage Treatment Plants, ensuring compliance with operation requirements of STP licences, effective and efficient methodology, quality standards, procedures and documentation
4.2	To operate Upper River STPs
4.3	Convey information on Council issues
4.4	Ensure that activities comply with all WHS policies and procedures

<b>5.</b>	<b>Major duties and responsibilities</b>
5.1	Operate and maintain Upper River STPs in a safe and hygienic manner with regard to public health, the environment and licence requirements, ensuring cost efficient delivery of service and a safe working environment for employees and the public
5.2	Maintain STP grounds
5.3	Clear chokes in sewer mains
5.4	Ensure works are undertaken to required standard
5.5	Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to): <ul style="list-style-type: none"> <li>• active involvement in injury prevention and management, and return to work programs</li> <li>• risk assessments</li> <li>• selection and use of appropriate safe work codes and traffic control plans</li> <li>• plant pre start check lists</li> <li>• site inductions</li> <li>• appropriate erosion sediment control</li> </ul>
5.6	Liaise and coordinate with others to ensure efficient delivery of Council services
5.7	Convey information regarding the state of Council's asset/infrastructure
5.8	Participation in rostered weekend, public holiday work and on-call rosters, including call back.

<b>6.</b>	<b>Essential criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
<b>6.1</b>	<b>Education and knowledge</b>
6.1.1	Wastewater Treatment Operator Part 1 – Wastewater Treatment Operations OR Wastewater Operators Certificate Level 1B (Activated Sludge & Aerated Lagoons)
<b>6.2</b>	<b>Licences/tickets, clearances, membership</b>
6.2.1	Current Drivers Licence
6.2.2	WHS Construction Induction Card (NSW); or equivalent recognised in NSW
<b>6.3</b>	<b>Experience</b>
6.3.1	Demonstrated experience in a similar role
<b>6.4</b>	<b>Position related skills</b>
6.4.1	Communication skills including the ability to liaise with the public
6.4.2	Ability to follow instructions

<b>7.</b>	<b>Desirable criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
<b>7.1</b>	<b>Education and knowledge</b>
7.1.1	Wastewater Treatment Operator Part 2 - Advanced Treatment
7.1.2	Certificate III in Water Operations or another relevant discipline
<b>7.2</b>	<b>Licences/tickets, clearances, membership</b>
7.2.1	Confined Spaces Accreditation
7.2.2	Current Class 'MR' Licence
7.2.3	High Risk Work Licence Class 'DG' - Dogging
7.2.4	Safe Work Near Overhead Powerlines Certificate
7.2.5	Statement of attainment or Ticket, or ability to demonstrate competence for plant such as front end loader/backhoe, excavator, loader, skid steer
<b>7.3</b>	<b>Position relation skills</b>
7.3.1	Basic computer literacy

8.	<b>Other features of this position may include:</b>
	May need to start at alternate STP (Grafton, Clarenza or Coutts Crossing) depending on work requirements
	Some duties associated with this position will require the incumbent to be clean shaven

9.	<b>Generic performance requirements</b>
	<b>Ethics/probity</b> – act in accordance with the Code of Conduct.
	<b>Equal employment opportunity</b> - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	<b>Health and safety (WHS)</b> - undertake duties and act at all times in accordance with the WHS Management System.
	<b>Other duties (outside of specific position requirements)</b> - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the <b>Use of skills</b> Clause in the Local Government (State) Award will apply.

10.	<b>Declaration</b>
<p>In signing this declaration I acknowledge that I, ....., have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>	
<p>Signed: ..... Date: .....</p> <p style="text-align: center;"><i>Employee</i></p>	
<p>Signed: ..... Date: .....</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>	