



Position Description	
Senior Field Operator (Operator in Charge Upper River STP)	
Name of appointed officer:	
Date of appointment:	
Date of last review of position description:	November 2016

1.	Salary and conditions	
	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 2 Level 1
	Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	38

2.	Organisational relationships	
	Directorate:	Works & Civil
	Section:	Water Cycle
	Unit/team:	Upper River Sewage Treatment Plants
	Work base:	Upper River STPs
	Position responsible to:	Supervisor (Water & Sewer West)
	Level of support and supervision:	Medium level of independence
	Level of personal management:	Medium
	Level of teamwork required:	High
	Supervision of staff:	Supervise the daily work of up to 4 staff
	Internal contacts:	All staff within Council but primarily within the Water Cycle section

2.	Organisational relationships	
	External contacts:	Essential Energy, Electricians, Telstra, Contractors, EPA Officers, Office of Water Inspectors

3.	Physical demands of the position	
	Climbing of ladders and steps	
	Capable of working in difficult terrain	
	Frequent driving between job sites	
	Prolonged standing	
	Frequent bending	
	Manual handling (up to 20kg)	
	Access and egress to plant and equipment	

4.	Purpose of the position	
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 be Operator in Charge of Clarenza and Coutts Crossing STPs	
4.3	Provide timely, accurate and succinct information on Council issues	
4.4	Ensure that activities comply with all WHS policies and procedures	

5.	Major duties and responsibilities	
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	Convey information regarding training requirements of staff	
5.4	Provide input to staff competency and performance appraisals	
5.5	Request purchase orders for works undertaken in the position	
5.6	Coordinate delivery of materials and services required to complete Council designated works	
5.7	Ensure works under the positions control are completed to required standard	

5.	Major duties and responsibilities
5.8	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"> • Active involvement in injury prevention and management, and return to work programs • Risk assessments • Selection and use of appropriate safe work codes and traffic control plans • Plant pre start check lists • Site inductions • Appropriate erosion sediment control
5.9	Liaise and coordinate with others to ensure efficient delivery of Council services
5.10	Convey information regarding the state of Council's asset/infrastructure and suggest remedial action
5.11	Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
6.1	<i>Education and knowledge</i>
6.1.1	Wastewater Treatment Operator Part 2 (Advanced Treatment); or 1B Activated Sludge and Aerated Lagoons
6.2	<i>Licences/tickets, clearances, membership</i>
6.2.1	Class C Drivers Licence
6.2.2	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW
6.3	<i>Experience</i>
6.3.1	Demonstrated experience in a similar role
6.4	<i>Position related skills</i>
6.4.1	Work supervisory skills, the ability to organise the duties of staff and to resolve conflict
6.4.2	Communication skills including the ability to liaise with the public
6.4.3	Clerical, administration and organisational skills, including the ability to work with minimal supervision
6.5	<i>Personal qualities</i>
6.5.1	A demonstrated commitment to and knowledge of Work Health & Safety requirements

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application</i>
7.1	<i>Education and knowledge</i>
7.1.1	Certificate III in Water Industry Operations; or a relevant discipline

7.2	<i>Licences/tickets, clearances, membership</i>
7.2.1	Class MR Licence
7.2.2	Statement of attainment or Ticket, or ability to demonstrate competence for plant such as front end loader/backhoe, excavator, loader, skid steer
7.2.3	Confined Spaces Accreditation (if not currently held a condition of employment is that the incumbent attend the first available training offered by Council)
7.3	<i>Experience</i>
7.3.1	Basic computer literacy
7.3.2	Staff management skills, including the ability to lead and motivate staff
7.3.3	Previous experience with telemetry systems

8.	Other features of this position may include
	Must be available for weekend and public holiday rosters
	Call back
	Some duties associated with this position will require the incumbent to be clean shaven

9.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - 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 Use of skills Clause in the Local Government (State) Award will apply.

10.	Declaration
<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>	