



<b>Position Description</b>	
<b>Field Operator (Water Cycle)</b>	
<b>Name of appointed officer:</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 3 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	38

<b>2.</b>	<b>Organisational relationships</b>	
	Directorate:	Works and Civil
	Section:	Water Cycle
	Unit/team:	As appropriate to the position
	Work base:	Grafton (Bruce Street) Depot or Maclean Depot as appropriate to the position
	Position responsible to:	Supervisor (Water & Sewer West) or Supervisor (Water & Sewer East) as appropriate to the position
	Level of support and supervision:	High supervision
	Level of personal management:	Low
	Level of teamwork required:	High
	Supervision of staff:	Nil

<b>2.</b>	<b>Organisational relationships</b>	
	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, uneven ground and up and down slopes	
	Prolonged standing	
	Frequent bending	
	Manual handling	
	Access egress to machines and plant	

<b>4.</b>	<b>Purpose of the position</b>	
4.1	To undertake relevant works to ensure the delivery of high quality services in Council's Water and Wastewater section, effective and efficient methodology, quality standards, procedures and documentation	
4.2	Convey information on Council issues	
4.3	Ensure that activities comply with all WHS policies and procedures	

<b>5.</b>	<b>Major duties and responsibilities</b>	
5.1	Undertake water and wastewater construction and maintenance works, including but not limited to pipe laying construction and repair, sewer and water repairs, reticulation repairs, assisting with pump station maintenance and assisting with sewage treatment plant operations, ensuring cost efficient delivery of service and a safe working environment for employees and the public	
5.2	Operation of designated items of plant within the operators capabilities and certification, e.g. front end loader, backhoe, excavator, crane	
5.3	Reading of water meters	
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>	

<b>5.</b>	<b>Major duties and responsibilities</b>
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

<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><i>Education and knowledge</i></b>
6.1.1	Demonstrated literacy and numeracy skills
<b>6.2</b>	<b><i>Licences/tickets, clearances, membership</i></b>
6.2.1	Current Drivers Licence
6.2.2	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW
<b>6.3</b>	<b><i>Experience</i></b>
6.3.1	Demonstrated experience in a similar role requiring civil construction and maintenance works, preferably in the water or wastewater industry
<b>6.4</b>	<b><i>Position related skills</i></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><i>Licences/tickets, clearances, membership</i></b>
7.1.1	Current MR Licence
7.1.2	RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW
7.1.3	RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW
7.1.4	Confined Spaces Accreditation
7.1.5	Statement of attainment or Ticket, or ability to demonstrate competence for plant such as backhoe, excavator, front end loader
7.1.6	Safe Work Near Overhead Powerlines Certificate
7.1.7	High Risk Work Licence Class 'CN' - Non-Slewing Mobile Crane
7.1.8	High Risk Work Licence Class 'DG' – Dogging
<b>7.2</b>	<b><i>Experience</i></b>
7.2.1	Basic computer literacy

<b>8.</b>	<b>Other features of this position may include</b>
	Some duties associated with this position will require the incumbent to be clean shaven
	Call back
	May need to start at Sewage Treatment Plant, Water Treatment Plant (Upper River positions) or Shannon Creek Dam (Upper River positions), as required
	Must be available for weekend and public holiday rosters

<b>9.</b>	<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.

<b>10.</b>	<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>	