



| Position Description | |
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| Senior Field Operator (Plumber) | |
| Name of appointed officer: | Vacant |
| Date of appointment: | |
| Date of last review of position description: | March 2017 |

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| 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 |

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| 2. | Organisational relationships | |
| | Directorate: | Works & Civil |
| | Section: | Water Cycle |
| | Unit/team: | |
| | Work base: | Maclean Water Depot |
| | Position responsible to: | Supervisor (Water & Sewer East) |
| | 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 Water Cycle |

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| 2. | Organisational relationships | |
| | External contacts: | Essential Energy, Plumbers, Telstra, Contractors, General Public |

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

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| 4. | Purpose of the position | |
| 4.1 | To assist in coordinating and undertaking maintenance, repair and construction of Council's water supply and sewerage facilities | |
| 4.2 | To provide support and expertise to Council's Water Cycle Section in all Council's drinking water, recycled water, sewerage and plumbing installation and maintenance functions | |
| 4.3 | Provide timely, accurate and succinct information on Council issues | |
| 4.4 | Ensure that activities comply with all WHS policies and procedures | |

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| 5. | Major duties and responsibilities | |
| 5.1 | Undertake maintenance, repair and installation of water and sewerage reticulation, pumping stations and services, ensuring cost efficient delivery of service and a safe working environment for employees and the public | |
| 5.2 | Assist with coordination and undertake reading of water meters | |
| 5.3 | Undertake plumbing maintenance and installations, including testing of backflow device and emergency showers | |
| 5.4 | Convey information regarding training requirements of staff | |
| 5.5 | Provide input to staff competency and performance appraisals | |
| 5.6 | Request purchase orders for works undertaken in the position | |
| 5.7 | Coordinate delivery of materials and services required to complete Council designated works | |
| 5.8 | Ensure works under the position's control are completed to required standard, including completion of appropriate documentation | |

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| 5. | Major duties and responsibilities |
| 5.9 | 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 |
| 5.10 | Liaise and coordinate with others to ensure efficient delivery of Council services |
| 5.11 | Convey information regarding the state of Council's asset/infrastructure and suggest remedial action |

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| 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 | Plumbing trade qualification |
| 6.2 | <i>Licences/tickets, clearances, membership</i> |
| 6.2.1 | Class MR Drivers Licence |
| 6.2.2 | WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW |
| 6.2.3 | RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW, or successful acquisition of same within 6 months of commencement |
| 6.3 | <i>Experience</i> |
| 6.3.1 | Demonstrated relevant plumbing experience |
| 6.3.2 | Demonstrated experience in the use of water and/or sewerage maintenance equipment |
| 6.3.3 | Demonstrated experience in pipeline installation and repair |
| 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>Work qualities</i> |
| 6.5.1 | A demonstrated commitment to and knowledge of Work Health & Safety requirements |
| 6.5.2 | Demonstrated commitment to the achievement of organisational goals and objectives |

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| 7. | Desirable criteria |
| | <i>Applicants must address each of the individual criteria listed below in their application</i> |
| 7.1 | Education and knowledge |
| 7.1.1 | Certificate IV in a relevant discipline |
| 7.1.2 | Water Treatment Operators Certificate Part 1 (Chemical Dosing Systems) |
| 7.2 | Licences/tickets, clearances, membership |
| 7.2.1 | Backflow Prevention Accreditation |
| 7.2.2 | Safe Work Near Overhead Powerlines Certificate |
| 7.2.3 | Confined Spaces Accreditation |
| 7.2.4 | HC Licence |
| 7.3 | Experience |
| 7.3.1 | Basic computer literacy |
| 7.3.2 | Staff management skills, including the ability to lead and motivate staff |

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| 8. | Other features of this position may include |
| | May be required to be available for on-call roster After hours emergency call outs |

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| 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. |

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| 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> | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Signed:</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;"><i>Employee</i></td> <td style="width: 15%;">Date:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> </table> | | | Signed: | <i>Employee</i> | Date: | |
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