

# Position Description

## Senior Field Operator (Water Cycle)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2022

### 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 (Cert III qualification) Grade 7 – Entry to Step 4 (Cert IV qualification*)
Status of position:	Permanent
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works and Civil
Section:	Water Cycle
Team:	Not applicable
Work base:	Rushforth Road Works Depot or Townsend Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Supervisor Water and Sewer (West) or (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 5 staff
Internal contacts:	All staff within Council but primarily within the Water Cycle Section.
External contacts:	Integral Energy, Electricians, Telstra, Contractors, General Public

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Purpose of the position

To provide day to day water and sewer operations and maintenance to Council's assets. To carry out these operations and maintenance tasks in a safe and efficient manner.

To undertake maintenance, repair and construction of Council's Water Supply and Sewerage facilities

Provide timely, accurate and succinct information on Council issues

Ensure that activities comply with all WHS policies and procedures

## Major duties and responsibilities

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

### Major duties and responsibilities

Assist with coordination and undertake reading of water meters

Convey information regarding training requirements of staff

Provide input to staff competency and performance appraisals

Request purchase orders for works undertaken in the position

Coordinate delivery of materials and services required to complete Council designated works

Ensure works under the position's control are completed to required standard, including completion of appropriate documentation

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure and suggest remedial action

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- 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

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Must be available to participate in an on call roster.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Class MR Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

#### Experience

Demonstrated experience in a similar role

#### Position related skills

Work supervisory skills, the ability to organise the duties of staff and to resolve conflict

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

Demonstrated experience in the use of water and/or sewerage maintenance equipment

Demonstrated experience in pipeline installation and repair

### Essential selection criteria

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Certificate IV in Water Industry Treatment or Water Industry Operations \*

#### Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines Certificate

High Risk Work Licence Class 'DG' - Dogging

Statement of Attainment or ability to demonstrate competence for various items of plant and equipment (e.g. front end loader/backhoe, excavator, loader)

Confined Spaces Accreditation

Current Class HC Drivers Licence

SafeWork NSW Traffic Control Work Training Card 'Implement Traffic Control Plans'; or equivalent recognised in NSW

#### Experience

Basic computer literacy

Staff management skills, including the ability to lead and motivate staff

### Physical requirements 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

### Other features of this position may include

The position may require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

**Other features of this position may include**

After hours emergency call outs

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**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**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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**Declaration**

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.

Signed: ..... Date .....

*Employee*

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