



INFORMATION PACKAGE

POSITION VACANT

WATER AND SEWER ASSISTANT OPERATOR

REF NO: ESC497

CLOSING DATE: 4.30PM TUESDAY 28 SEPTEMBER 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Ken Murphy on 0418 412 909



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Water and Sewer Assistant Operator


Position Code	433
Division	Water and Sewer
Location	Batemans Bay Depot
Band/Level	Operational Band 1 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Assist the Operator to maintain water supply and sewer systems ensuring the protection of public and environmental health.

Overall Accountability

- To operate water and sewer systems in accordance with established procedures.
- All activities are carried out with regard to safety, quality and environmental considerations.

Main duties and key result areas (KRA)

1. Carry out water and sewer operations in accordance with established operating procedures.
KRA: Water and sewer systems are operated in accordance with established procedures. No service interruptions are attributed to operator error.
2. Carry out asset maintenance duties and asset renewals.
KRA: Asset maintenance and renewals are carried out in accordance with adopted procedures and relevant standards.
3. Carry out water and sewer construction in accordance with detailed designs and relevant standards.
KRA: Water and sewer assets are constructed in accordance with approved designs or industry standards.
4. Collect and record work activity data.
KRA: Work activity data such as work order response and work-as-constructed measurements are recorded to enable accurate asset, asset history and customer service records to be maintained. Data is recorded in staff diaries, Council's Customer Service Request (CSR) or other approved system.
5. Participate in Water and Sewer on-call rosters as required. This may include remote monitoring of alarms via SCADA/telemetry systems.
KRA: On-call roster and associated requirements are complied with.
6. Provide assistance to all other Water and Sewer Senior Operators, Operators and Assistant Operators when required.
KRA: Operational knowledge and experience is shared and satisfactory assistance is provided.
7. Provide assistance to the Water Headworks and Sewage Treatment sections when required.
KRA: Satisfactory assistance is provided when requested.
8. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Certificate III in Water Operations or equivalent qualification or a willingness and ability to obtain within 2 years of commencement with Councils assistance.
2. Able to work harmoniously in a team environment.
3. Good communication skills.
4. Willingness and ability to follow EEO and diversity principles and practices.
5. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Previous experience in water and/or sewer operations, maintenance and/or construction.
2. Proven word processing / spreadsheet / database operating skills.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. WHS Construction Induction card or a willingness and ability to obtain prior to commencement.
2. Class LR NSW driver's license or a Class C driver's licence and the willingness and ability to obtain LR licence within 6 months of commencement.

Mandatory licences/certificates required to obtain with Council assistance if not currently held

1. Confined Spaces certificate of competency
2. First Aid
3. Traffic - Traffic Controller
4. Traffic - Implement Traffic Control Plans
5. Chainsaw – Trim & Cut Felled Trees Manually
6. Working Safety near live electrical apparatus

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: David Martin - Water and Sewer Construction Supervisor North
DATE: September 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Water and Sewer Assistant Operator						
Reference Number:	ESC497						
Grading:	Grade 5 of Council's salary system						
Salary Range:	<p>In the range of \$2,317.85 to \$2,420.55 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$2,073.74 to \$2,167.10 base salary, * \$33.40 Adverse Working Conditions Allowance, plus * \$210.71 to \$220.05 superannuation (calculated at 10%) 						
Award:	Local Government (State) Award 2020						
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.						
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.						
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised, they must be willing to complete a course of vaccinations provided by Council.						
Hours of Work:	<p>Full-time, 76 hours per fortnight with hours currently arranged:</p> <table> <tr> <td>Mon to Thurs</td><td>6.55am to 4.05pm</td></tr> <tr> <td>Fri – Week 1</td><td>6.55am to 2.05pm</td></tr> <tr> <td>Fri – Week 2</td><td>RDO</td></tr> </table> <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
Mon to Thurs	6.55am to 4.05pm						
Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						



On Call: When required by Council, participation in an on-call roster is part of this position. An allowance is paid only when on-call.

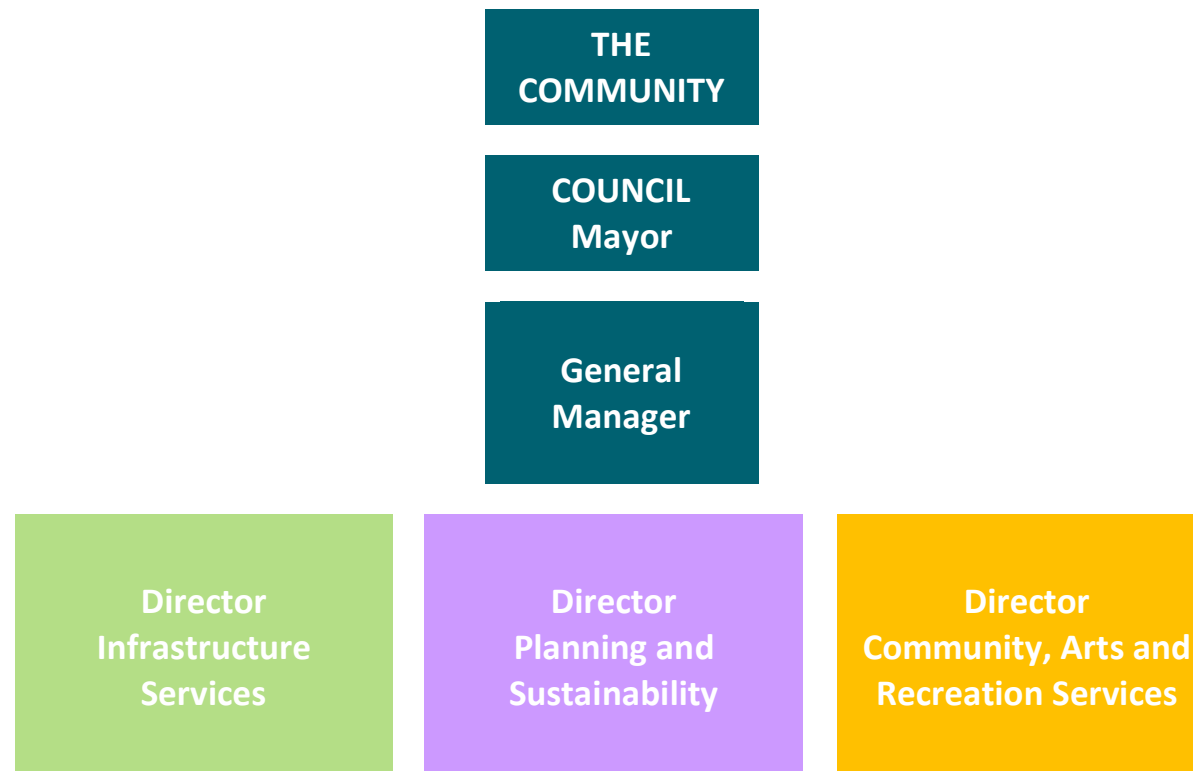
Location: Based from Batemans Bay Depot, and may be required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

