

Eurobodalla Shire Council Information Package

Position vacant: Water and Sewer Assistant Operators

Ref no: ESC918

Closing date: Sunday 7 April 2024 at 11:00pm

Contents:

- Important information
- Position description
- Conditions of employment
- Organisation chart

Eurobodalla Shire Council
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Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Adrian Hofsteede on 0427 246 021.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

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 to demonstrate your knowledge and experience.
- 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 please contact Council's recruitment team on 02 4474 7378.

Position description

Water and Sewer Assistant Operators

Position code:	Various
Division:	Water and Sewer
Locations:	Batemans Bay, Tomakin, Moruya and Narooma
Band/Grade:	Operational / Band 1 Level 3 – Grade 5

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



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 sources.

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

To operate and 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 tasks 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 Request Management (RM) system 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 Industry Operations or equivalent qualification (or a willingness and ability to obtain within two years of commencement with Council assistance).
2. Experience in water and/or sewer operations, maintenance and/or construction.
3. Ability to work in a team.
4. Good communication skills.
5. Willingness and ability to follow EEO and diversity principles and practices.
6. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Current Class MR Driver's Licence.
2. Proven word processing/spreadsheet/database operating skills.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. WHS General Construction Induction Card (White Card).
2. Current Class LR driver's licence (or Current Class C and willingness and ability to obtain LR within 6 months of commencement with Council's assistance).

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. First Aid Certificate.
2. Enter and Work in Confined Spaces Certificate.
3. Traffic Controller Certificate.
4. Implement Traffic Control Plans Certificate.
5. Quick Cut Saw Operations Certificate.
6. Chainsaw – Trim and Cut Felled Trees Manually.
7. Working Safety Near Live Electrical Apparatus.

8. Low Voltage Live Rescue.

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

Supervisor: Water and Sewer Senior Operator

Date: March 2024

Conditions of employment

Position title:	Water and Sewer Assistant Operators
Reference number:	ESC918
Grading:	Grade 5 of Council's salary system
Salary range:	<p>In the range of \$2,494.11 to \$2,688.34 gross per fortnight comprising:</p> <ul style="list-style-type: none">• \$2,210.39 to \$2,385.37 base salary• \$36.56 Adverse Working Conditions allowance• \$247.16 to \$266.41 superannuation (calculated at 11%)
On Call	When required by Council, participation in an on-call roster is part of this position. An allowance is paid when on call.
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment 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-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
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> <p>Monday to Thursday 6.55am to 4.05pm Fri – Week 1 6.55am to 2.05pm Fri – Week 2 RDO</p>

with variations from time to time to meet work requirements.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Positions will be based from one of Council's Sewage Treatment Plant in either Batemans Bay, Tomakin, Moruya or Narooma, and required to work at various locations across the Shire. Successful candidates will discuss their location preference and this will be dependent on availability.

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.

Organisation chart

