

## Position Description

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| <b>Title:</b> Attendant Water Process (Position 5378) | <b>Award Classification:</b> Band 1, Level 3 |
| <b>Department:</b> Water and Sewer                    | <b>Salary Classification:</b> Grade 2        |
| <b>Tenure:</b> Permanent Full Time                    | <b>FTE:</b> 1                                |

### **Context:**

The Water and Sewer team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

### **Role Purpose:**

To work as part of the Water Process Team in the overall treatment, operation and maintenance of Council's water supply treatment systems to recognised Health and Council standards, for the benefit of the Kempsey Shire Community.

- Competently support the Water Process team members
- Water to the community is maintained to agreed customer needs and expectations
- Will successfully be able to assist in the operation of water treatment facilities to relevant licences, policies and statutory requirements including the Australian Drinking Water Guidelines.

### **Key Accountabilities:**

- Performing sampling and analysis of Council's water supply
- Carrying out inspections of Council's service reservoirs, including the monitoring of water quality and reservoir integrity, infrastructure and surrounds
- Transporting and delivering water treatment chemicals to treatment facilities and assisting process operators in the onsite handling of water treatment chemicals
- Assisting Water Process Operators in the control, operation, monitoring, testing and maintenance of Council's water treatment systems and recycled water infrastructure
- Under minimal supervision, carry out relief operation of Councils Water Treatment Plants, when assessed as competent to fulfil these duties
- Monitoring of plant operation, utilising SCADA based remote telemetry systems
- Maintaining administrative records and statistics, including diaries and computer data bases

- Working actively in a team environment.
- Participating in the Water Process Team rotational weekend and on call roster, as required, when assessed as competent to fulfil these duties
- The efficient, effective and safe use of motor vehicles and plant
- Actively participating in team and toolbox meetings
- Promoting a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures
- Promoting high levels of customer service
- Ensuring compliance with relevant Council Policies
- Performing other reasonable duties as directed by the Manager Water & Sewer or their delegate

**Core Competencies:**

- Certificate II in Water Industry Operations or in the process of obtaining Certificate II qualifications
- HSC or equivalent as determined by the Manager
- Recent water treatment operational or relevant industry experience
- Proven ability to work, both individually and as part of a team, in a water operations environment
- Sound literacy and numeracy skills adequate to meet the requirements of the position
- Demonstrated sound computer skills, including Microsoft Office software.
- Willingness and availability to participate in a rotational roster, including rostered weekends, public holidays and after hours On-Call duties
- Demonstrated knowledge of and commitment to Workplace Health & Safety Legislation
- Commitment to the provision of quality customer service.
- Other industry certification deemed relevant will be advantageous e.g. Confined Space Entry certificate, Working at Heights etc.
- Current Construction Induction Certificate.
- Hold and maintain a current NSW Driver's licence.



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*inspired, connected*  
Macleay Valley”**

**Supervision Received:**

This role reports to the Team Leader Water Process.

**Supervision Exercised:**

Nil.

**Role Authorisation:**

.....(Manager Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date