

Position Description

Title: Attendant Sewer Process (Position 5377)	Award Classification: Band 1, Level 3
Department: Water & Sewer	Salary Classification: Grade 2
Tenure: Permanent Full Time	FTE: 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 Sewer Process Team in the overall treatment, operation and maintenance of Council's Sewer treatment systems to recognised EPA and Council standards, for the benefit of the Kempsey Shire Community.

- Competently support the Sewer Process team members
- The Sewage Pump Stations are maintained to agreed customer needs and expectations
- Will successfully be able to assist in the operation of sewerage treatment facilities to relevant licences, policies and statutory requirements.
- Competently monitor, implement/manage the wastewater treatment processes and maintenance programs within the designated facilities

Key Accountabilities:

- Under minimal supervision, undertake maintenance and monitoring of Council's Sewage Pump Stations
- Assist our Sewer Process Operator Team in the control, operation, monitoring, testing and maintenance of all facets of the Council's sewage process systems
- Under minimal supervision, operate Council's smaller Sewerage Treatment Plants, to provide backup for periods of leave in the team.
- Actively work in a team environment
- Participation in the Sewer Process Teams 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 Council’s plant
- Actively participating in team and toolbox meetings
- Maintaining relevant administrative records and statistics, including diaries and computer data bases
- Monitoring of Plant operation utilising remote telemetry systems including ClearSCADA and remote telemetry systems
- Ensuring compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures
- Ensure compliance with relevant Council Policies
- Promoting high levels of Customer Service
- Perform other reasonable duties as directed by the Manager Water and Sewer or their delegate

Core Competencies:

- Certificate II in Water Industry Operations or in the process of obtaining Certificate II qualifications
- Recent water industry experience
- Proven ability to work individually and in a team environment with a ‘can do’ attitude and a flexible and proactive approach
- Literacy and numeracy skills adequate to meet the requirements of the position
- Proven ability to use a computer including mobile devices and software applications (Microsoft Word, Excel, and Outlook), with an ability to learn other key applications utilised within Council including database software and remote telemetry systems (ClearSCADA).
- Willingness and availability to participate in the rotational rosters for weekends, public holidays and on-call.
- Demonstrated commitment to the provision of quality customer service
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program
- Ability to accept, interpret and action verbal and written instructions
- Current NSW Work Health Safety (WHS) Construction Induction Certificate
- Willingness to embrace new technology
- Physical capacity to work in an environment containing raw sewerage and confined spaces
- Other relevant industry certification such as Confined Spaces Entry would be an advantage.
- Hold and maintain a current NSW Driver’s licence Class (MR licence will be an advantage)



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Supervision Received:

This role reports to the Team Leader Sewer Treatment

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