



## POSITION DESCRIPTION

Our values:



<b>Position title:</b>	Pipelaye Operator
<b>Position code:</b>	2465
<b>Section:</b>	Water and Waste, Chief Operating Office
<b>Position reports to:</b>	Team Leader Capital Networks
<b>Band and level:</b>	2/1
<b>Salary grade:</b>	Grade 7
<b>Staff management:</b>	No
<b>Budget responsibility:</b>	No

### Primary function of the role:

Reporting to Team Leader Capital Networks, the Pipelaye Operator is a key member of the Water and Waste section within Council's Chief Operating Office. As such this position plays a key role in supporting the Team Leader Water Capital in ensuring the efficient and effective use of resources under their control. The primary aim of this position is to undertake tasks in relation to water and wastewater pipeline construction and maintenance.

The incumbent shall relieve where necessary within other teams, and carry out other duties as required of the organisation. Furthermore, this position requires the incumbent to display leadership qualities that promotes participation, teamwork and motivation to his/her team and Council staff in general.

This position is part of a multi-skilled team and the successful applicant is required to be amicable, flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

### Work Health and Safety:

Safety is the number one priority at Council.

This position has been identified as an Officer under the *Work Health and Safety Act 2011*. You will be required to comply with all obligations and responsibilities outlined in this statute.

## Person Description

The right person for this role will:

- Be self-motivated, proactive, observant and aware
- Be a team player
- Be accepting of new ideas and embrace change
- Be outcome focused
- Be open minded in sharing information and knowledge freely
- Be flexible and agile to work across different business areas
- Have a drive for improvement
- Have personal integrity and take responsibility
- Have a genuine customer service focus
- Have the ability to prioritise and schedule work and meet deadlines
- Have excellent time management and organisational skills
- Be focused on the key indicators of Budget, Quality, Safety and Environment.

## The Pipelayer Operator

- Has the skills, capability and willingness to analyse problems, evaluate alternatives with a focus on collaborative problem solving.
- Engages and consults by means of well-developed oral and written communication skills, with the capability to influence, listen to others, put forward ideas and encourage the views of others.
- Takes instruction cooperatively, can work autonomously and be a team member of a high performing team.
- How to implement safety management systems.
- Will know how to work effectively with people.
- Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
- Has a good understanding of plant capabilities and material properties.

## Key responsibilities and performance goals:

	Responsibilities	Accountability
Work Health and Safety	Contribute to Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations within the Program area and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none"><li>• An engaged workforce fostering a culture of safety and behaviour based on safety principles.</li><li>• Makes safety an integral part of work, it is everyone's responsibility to implement the expected behaviours of our organisation.</li><li>• Responsible for assisting in daily planning, toolbox and other relevant meetings ensuring that operational safety standards and other requirements are met at an operational level - demonstrating strong commitment towards Work Health &amp; Safety (WH&amp;S) systems by ensuring risk assessments and hazard identification are undertaken and appropriate controls put in place for all activities within their area of responsibility.</li></ul>
Best Practice and Benchmarking	To participate as a team member to achieve excellence in quality, safety whilst ensuring the work does not negatively impact the environment.	<ul style="list-style-type: none"><li>• Participate in the review of environmental benchmarks to meet objectives</li><li>• Participate in the review of safety benchmarks and controls to meet objectives.</li></ul>

Governance and Risk	Understanding of the day to day implementation of Council's Code of Conduct and Public Interest Disclosures.	<ul style="list-style-type: none"> <li>• Duties are performed in accordance with Council's Code of Conduct.</li> <li>• Any potential conflicts of interest are reported immediately to the relevant Council officer.</li> </ul>
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to program service delivery.	<ul style="list-style-type: none"> <li>• Provide a high level of customer service to manage the expectations of internal and external customers in the resolution of their issues.</li> <li>• Enhance your knowledge base.</li> <li>• Drive a customer service approach in all internal and external interactions.</li> </ul>
Finance	Understanding of accountability for financial and physical resources.	<ul style="list-style-type: none"> <li>• Ensure works are undertaken in compliance with designated resource allocation.</li> <li>• Follow LLC procurement procedure</li> </ul>
People	Assist in ensuring a cohesive and high performing customer centred, results driven team.	<ul style="list-style-type: none"> <li>• Commitment to fostering and participating in a positive team environment.</li> <li>• Be flexible and adaptable to the changing needs of the team.</li> <li>• Participate and contribute.</li> <li>• Be available to take on other roles as required (e.g., in leave periods).</li> </ul>
Drive Innovation	Create a culture that inspires people to generate innovative solutions that optimise revenue to Lismore City Council.	<ul style="list-style-type: none"> <li>• Network with peers and other industries to continue to generate business improvements.</li> </ul>
Communication and Consultation	High level of written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> <li>• Information, instructions and decisions are understood and adhered to.</li> <li>• Provide clear concise information.</li> <li>• Participation in work meetings is consistent with purpose of meeting and meeting interventions is understood and observed.</li> <li>• Participation with work groups and other teams is supportive, efficient and effective.</li> <li>• Written and verbal communication, including completion of documentation associated with timesheets, accident/incident reporting, plant operation and risk assessments activities (electronic tablets will be used in this role)</li> </ul>

## Entry Level Qualifications: Skills and Experience

### Qualifications, certificates and licences

- Certificate III in Civil Construction (Pipe Laying) or having relevant industry experience.
- Current Class MR Driver's License (or willingness to obtain)
- Construction Induction Certificate (White Card)
- Safe Work Near Overhead Powerlines Competence (or willingness to obtain)
- Butt welding & Electro-fusion ticket (or willingness to obtain)
- Traffic Control Ticket (or willingness to obtain)
- Implement Traffic Control Plans (or willingness to obtain)
- Confined Space Competence (or willingness to obtain)
- Dogman (DG) High Risk Work License. (or willingness to obtain)
- Licence to Remove Asbestos (Class B) certification Remove non friable asbestos – accreditation

### Experience, skills and knowledge

- Experience in capital construction, operational and maintenance tasks on water and wastewater infrastructure.
- Experience with applying risk management processes.
- Extensive experience and understanding of the maintenance and construction of water and wastewater infrastructure including pressure mains, gravity mains, services, manholes, hydrants, valves and meters and the like.
- Experience in organising the operation of plant and equipment.
- Experience in effectively disseminating information for compliance in terms of WHS, environmental, quality and corporate messaging.
- Knowledge of quality, safety and environmental principles.
- Experience in participation of behavioural change in an established team and inspiring people to drive engagement, change and accountability.
- High degree of personal integrity, emotional intelligence, flexibility and agility.
- Experience in the delivery of effective high-level customer service including managing and escalating customer complaints where necessary.
- Commitment to ethics, probity and transparency in decision making.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.
- Demonstrated excellent effective written and verbal communication skills.
- Assisting in prestart checks, daily planning discussions, toolboxes and other relevant meetings to ensure that operational safety standards and other requirements are met at an operational level.
- Demonstrated experience using conflict resolution techniques.
- Ability to interpretation of design plans, setting out works.
- Excellent digital literacy and computing skills, and ability to implement these skills to work within.
- Corporate IT systems – timesheets, safety observations, daily diaries, plant prestarts etc.
- This position requires current immunisation against Hepatitis A and Hepatitis B.