

<b>Position Title:</b>	<b>Water and Waste Water Operator</b>			
<b>Position Code:</b>	P108		<b>Evaluated:</b>	19/08/2009
<b>Award Classification:</b>	<b>Band:</b>	1	<b>Level:</b>	3
<b>Salary System Grade:</b>	<b>Grade:</b>	2	<b>Minimum Level:</b>	Entry
<b>Approved:</b>	Unknown		<b>Date:</b>	03/2016

## Primary Purpose of the Position

The Operator provides operation and maintenance of Council's wastewater system treatment facilities and pumping stations under direction from the supervisor and in accordance with their licence conditions. Work includes maintenance, construction and repair of water and sewer infrastructure and/or assets.

## Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and shall be considered alongside Council's Our **People Capability & Behaviour Framework**:

1. Operate and maintain the Water & Sewer Network including the construction, repair and maintenance of water mains, pumping stations and other water assets including hydrants, valve, fittings and pipes.
2. Assist the senior operator with operating and maintaining the Water and/or Sewage Treatment Plant(s) and raw water pumping stations.
3. Provide an 'on call' operations and maintenance service on a rostered basis as required.
4. Operate and maintain plant and equipment including pipe cleaning equipment, pumps, generators, power tools and vehicles.
5. Train and mentor less experienced operators in operation and maintenance of plant & equipment.
6. Undertake administration work as required including: recording of daily log sheets, service request forms, incident report forms, correspondence to suppliers and customers and maintenance of electronic records.
7. Ensure appropriate WHS obligations, including Risk Assessments, are implemented at all times for all work environments which may include working remotely (alone), difficult conditions and confined spaces.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.




## Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and shall be considered alongside the Job Specific Key Accountabilities:

### Muswellbrook Shire Council Capability Framework

Group and Capability	Capability & Behaviour Descriptors
 <b>Effective Communication</b> - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> <li>• Explain things clearly and respectfully</li> <li>• Allow others time to speak, and actively listen to others</li> <li>• Approach conflict objectively, and refer to a supervisor where appropriate</li> </ul>
 <b>Accountability</b> - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	<ul style="list-style-type: none"> <li>• Be responsible for your own actions</li> <li>• Understand and follow policies and procedures</li> <li>• Comply with safe work practices to ensure the safety of self and others</li> </ul>
 <b>Collaboration</b> - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	<ul style="list-style-type: none"> <li>• Participate as a supportive team member and work with other team members to achieve goals</li> <li>• Help other team members to share the load in peak work periods</li> <li>• Work together in challenging situations</li> </ul>

## Key Tickets, Qualifications and Other Skills

1. Certificate III in Water Operations or equivalent level of knowledge, skill and ability.
2. Driver's Licence
3. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above), including computing and reporting competencies.
4. Demonstrated **Fundamental** key capabilities as defined in the *Key Capabilities* Table (above).