

Position Description

WATER SERVICES OPERATOR

POSITION INFORMATION

| | |
|------------------------|---------------------------------------|
| Directorate | Infrastructure Delivery |
| Reports To | Water Services Coordinator (Narrabri) |
| Position Number | |
| Grade | Grade 2 in Council's salary system |
| Location | Narrabri Shire |
| Award | Local Government (State) Award |

POSITION OBJECTIVE

Assist in the efficient delivery, operation, maintenance and construction activities of the Water Services Section in the Narrabri Shire (all areas), in accordance with Council's Policies and Procedures and its Strategic and Operational Business Plans.

KEY RESPONSIBILITIES

- Provide an effective and efficient service to the ratepayer through the installation, operation, maintenance and repair of water supply and sewerage systems (including supply, disposal and treatment) in conjunction with construction and restoration of surrounding infrastructure (roads, footpaths, gardens).
- Conduct water and wastewater testing.
- Take detailed records of changes to new and existing installations of water and sewer works to ensure design mapping and maintenance records are created, and a running history of location of services and mains are updated and maintained.
- Monitor water services computer systems including telemetry and SCADA applications.
- Identify, recommend and implement approved opportunities for cost saving and/or efficiencies in operation.
- Carry out tasks with the aim of minimising errors and wastage, including care and protection of Council tools and assets.
- Respond to, contain and remedy any environmental damage that does occur.
- Complete administrative and record keeping duties as required, and assist with the continuous improvement of Council policies and procedures.
- Liaise with internal and external clients and participate in meetings as required.
- Perform relief operational duties at animal pound facilities when on call.
- Perform meter reading as required in all areas.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Immunity to Hepatitis A and Hepatitis B will need to be attained and maintained.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

- Work Health and Safety General Construction Induction (White Card).
- Implement Traffic Control Plans (previously Yellow Card).
- Work Safely in Confined Spaces.
- Work Safely with Liquefied Chlorine Gas – Chlorine.
- Asbestos Awareness.

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Ability to follow Workplace Health and Safety policies and procedures and manual handling techniques.
- Ability to work independently and also within a team environment.
- Time management skills with the ability to exercise initiative.
- Ability to communicate and negotiate effectively with internal and external customers.
- Sound literacy, numeracy and communication skills together with basic computer skills.
- Current Class C Driver Licence.

Desirable

- Demonstrated experience in the maintenance and repair of water and sewerage systems.
- Current knowledge of industry standards and guidelines relating to the operation, maintenance and construction of water and wastewater infrastructure.
- Qualifications in Plumbing, Civil Construction or Earthmoving.
- Experience with plant operations for excavation and landscaping.
- Experience working in trenches and confined spaces.
- Experience with electrical and chemical plant and equipment.
- Work Health and Safety General Construction Induction (White Card).
- Traffic Controller (previously Blue Card).

- Implement Traffic Control Plans (previously Yellow Card).
- Medium Rigid (MR) Driver Licence.

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I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

Executive Manager

Human Resources: _____

Date: _____

Line Manager: _____

Date: _____

Director: _____

Date: _____

Employee: _____

Date: _____