

Position Description

Reticulation Assistant



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|------------------------|--|----------------|-----------------------------------|
| Position Title | Reticulation Assistant | Role ID | WORAS1 |
| Division | Engineering | Unit | Water and Wastewater - Operations |
| Job Grade | 3 | Award | 38 |
| Reports To | Supervisor - Reticulation | | |
| Revised/Created | January 2020 – Template updated March 2022 – Selection criteria updated | | |

Primary Objective

- To assist with the provision of water supply and sewerage services to consumers under the guidance of the Operator.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

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Water and Wastewater - Operations Unit

The Water and Wastewater - Operations Unit is one of 4 within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community.

The Unit is responsible for the operations and maintenance of all live water and wastewater infrastructure. It is responsible for the treatment and supply of safe drinking water from catchment to tap as well as the conveyance and treatment of all sewage to meet community, health and environmental requirements.

We want to ensure our community and customers have confidence and trust that we will deliver safe, affordable and reliable water and wastewater services today, tomorrow and in the future. We will strive to deliver these services using the latest technologies, being innovative, resourceful, passionate and responsive to our customers' needs and manage the risks and challenges of the present and future environment in which we will operate.

Our Unit value Teamwork, Respect, Communication, Knowledge and Sharing.

The Position

The position provides assistance to the Reticulation Operator as required by the Supervisor - Reticulation.

Under the direction of an Operator, the position provides manual labour to assist the operator in the performance of their duties. The incumbent will receive on-the-job training to learn how to complete the industry work in a safe manner.

The incumbent will need to possess a general knowledge of the operation of a sewer and water reticulation system and general knowledge in the laying and repair of pipes.

The position may require to be called upon to assist in carrying out "emergency response" throughout the shire. The incumbent must therefore be contactable after hours and be able to respond within reasonable time.

The position is required to communicate with and provide information to customers in relation to a water and sewer services.

The position, as part of employment, is formally trained at Certificate II level in Water Operations – Reticulation (Nationally accredited). The incumbent will enter into a training agreement to complete this training for their progression.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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The work of the position includes, but is not limited to, the following:

| Key Responsibility Areas | Associated Key Duties |
|--|--|
| 1. Sewer System Construction and Maintenance | <ul style="list-style-type: none">• Assist in the inspections, cleaning and repair of sewer mains and maintenance.• Assist in the construction and maintenance of sewer mains and manholes.• Conduct manual labour and other duties as directed. |
| 2. Water System Construction and Maintenance | <ul style="list-style-type: none">• Assist in the installation of water service.• Assist in the installation of pipelines.• Assist in the repair of water mains and services.• Assist in the reading of water meters.• Assist in the maintenance and repair of Hydrants and stop valves.• Assist in the monitoring of the water supply system.• Assist with other duties required from time to time in the maintenance of a water supply system. |
| 3. General Construction and Maintenance | <ul style="list-style-type: none">• Assist with concreting, trenching, backfilling and dewatering. |
| 4. Workplace safety | <ul style="list-style-type: none">• Learn and apply appropriate controls for known risks within the industry.• Practice a safety first approach to your work for your safety and the safety of others. |
| 5. Certificate II in Water Operations (Reticulation) | <ul style="list-style-type: none">• Successful Undertaken training in required units to achieve Certification under the direction of Council. |

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

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Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Contribute to working in a team environment with co-workers under direction from supervisor.

External Relationships

- Limited interaction with the public.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Demonstrated willingness to complete manual labour tasks with direction.
2. General Construction Induction Card (White Card).
3. Current Vehicle Licence – Car.
4. Demonstrated literacy and numeracy competence to ensure reading of job instructions, maintenance of records and completion of standard reports.
5. Demonstrated sound general knowledge of pipe laying and repairs.
6. Demonstrated general knowledge of the operation of a sewer and water reticulation network system.
7. Demonstrated knowledge of workplace safety procedures.
8. Certificate III in Water Operations or a willingness and commitment to complete the qualification within 24 months of entering into a training agreement with Council.

Desirable:

9. Demonstrated ability to meet the requirements of 24 hour "call out" emergency response service including the ability to be contactable outside of ordinary hours at all times and be able to respond within a reasonable time to emergency work.

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

| Personal Attributes | Minimum Standard |
|--|------------------|
| Manage Self | Foundational |
| Display Resilience and Adaptability | Foundational |
| Act with Integrity | Foundational |
| Demonstrate Accountability | Foundational |
| Relationships | |
| Work Collaboratively | Foundational |
| Communicate with a Customer and Community Focus | Foundational |
| Influence and Negotiate | N/A |
| Results | |
| Plan and Prioritise | N/A |
| Think and Solve Problems | Foundational |
| Deliver Results | Foundational |
| Workforce Leadership (supervisory roles only) | |
| Manage and Develop People | N/A |