

Position Description

Pump Fitters Assistant



Position Title	Pump Fitters Assistant	Role ID	WOPFA1
Division	Engineering	Unit	Water and Wastewater - Operations
Job Grade	3A	Award	38
Reports To	Supervisor - Mechanical		
Revised/Created	January 2020 – Template updated		

Primary Objective

- Assist Pump Fitter to undertake the installation, maintenance, repairs, upgrade of all water supply and sewerage pumping equipment, fixed plant and mechanical equipment to meet set reliability and Levels of Service standards, within a cost effective framework. These are essential services and the community expects a high level of reliability and environmental protection.
- Assist Pump Fitter to provide mechanical and fitting services to other sections of Council including, Environment and Health, Recreational Services, Business Undertakings, both routinely and as required.

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 is required to assist Pump Fitter in the installation, maintenance, repairs, upgrade of all water supply and sewerage pumping equipment, fixed plant and mechanical equipment to meet set reliability and Levels of Service Standards, within a cost effective framework. These are essential services and the community expects a high level of reliability and environmental protection.

The position also assists Pump Fitter to provide these same services to other sections of Council including, Environment and Health, recreational Services and Business Undertakings, both routinely and as required. Examples include swimming pool complexes, fountains, domestic and facility water pressure pumping systems and sewage pumping stations, Stott's Island land fill leachate systems and harbour sewage facilities.

The position can be called out to assist in providing emergency response to mechanical breakdown of critical water supply and sewerage plant and equipment.

The position is required to perform work in "Confined Spaces" as defined by legislation as well as un-hygienic and potentially high-risk sites due to the inherent nature of the equipment and locations involved. Works are therefore to be undertaken with a priority focus on work place safety.

An experienced incumbent may be required to temporarily act for the Pump Fitter during periods of absence.

The position is required to communicate with and provide information to Pump Fitter and Public on a daily basis, and other Supervisors, Engineers and Management as required.

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. Break Down Repairs	<ul style="list-style-type: none">• Can be called out to assist emergency response works.• Meet OMS requirements.• Meet system down time for published community Levels of Service.
2. Maintenance	<ul style="list-style-type: none">• Assist pump fitter to carry out Mechanical Scheduled maintenance and Condition Monitoring Program on Water Supply and Sewerage installations and equipment.• Assist pump fitter to respond to daily exception reports generated from SCADAS and Telemetry systems on out of range equipment performance in the installations and maintenance of pipelines and associated valves.• Assist pump fitter to carry out maintenance programs and ad hoc maintenance for other units and sections as required.
3. Construction	<ul style="list-style-type: none">• Assist pump fitter in the construction and installation of works relating to: pipe work, fittings, platform and ladders, other metal work, access lids and mechanical equipment and associated networks for:<ul style="list-style-type: none">○ New installations○ Upgrade of existing installations○ Replacement of existing installations
4. Improvements and Testing	<ul style="list-style-type: none">• Assist pump fitter in:• Fabrication and installation of improvements.• Investigation/testing of installations and equipment performance and capacities.• Testing of various items including: shaft, bearing and coupling alignments, shaft deflection, vacuum testing of seals, pressure, temperature, flow rates etc.• Commissioning of new installations including performance testing and associated documentation.
5. Health, Safety and Environment System (HSES)	<ul style="list-style-type: none">• Carry out works in confined spaces on a regular and ongoing basis in accordance with the HSES.• Carry out works on installations and equipment containing or using Hazardous Chemicals, including: gaseous and liquid chlorine,

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	<p>poyelectrolytes, sodium hydroxide, liquid aluminium sulphate, powdered activated carbon, fluoride, lime, liquid oxygen, various petroleum based products, epoxies, adhesives, paints and primers, thinners and cleaners.</p> <ul style="list-style-type: none">• Able to act as the “competent person” for confined space entries.• Assist pump fitter to ensure public safety at work sites.• Carry out works in un-hygienic work environments and potentially high risk sites on a daily basis.• Perform works focussing on workplace safety due to inherent nature of the equipment and locations involved.
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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](#)

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

- Water and Wastewater Unit supervisors

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- Treatment Plant Reticulation Operators
- Stores

External Relationships

- General 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. A level of literacy and numeracy competence to ensure reading of job instructions, maintenance of records and reports.
2. General knowledge of mechanical or pump maintenance and repairs.
3. An understanding of workplace safety procedures, particularly in confined spaces and over open wells.
4. Ability to work in Confined Spaces, unhygienic and potential high risk environments.
5. Demonstrated ability to work in a group of two or team environment.
6. General knowledge Water Supply and Sewerage Systems.
7. Current Vehicle Licence – Car
8. Ability to operate and maintain hand and power tools.

Desirable:

9. Current Vehicle Licence – Medium Rigid
10. General Construction Induction Card (White Card).
11. Hold a current Confined Spaces Entry Certificate.
12. Hold a current First Aid Certificate.
13. Hold a current Dogman Certificate.
14. Experience in mechanical or pump maintenance and repairs.

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.

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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