

## Position Description

### Pump Fitter

<b>Position Title</b>	Pump Fitter	<b>Role ID</b>	WOPFI1
<b>Division</b>	Engineering	<b>Unit</b>	Water and Wastewater - Operations
<b>Job Grade</b>	4A	<b>Award</b>	38
<b>Reports To</b>	Supervisor - Mechanical		
<b>Revised/Created</b>	January 2020 – Template updated		

### Primary Objective

- To undertake the installation, maintenance, repairs, upgrade of all water supply and sewerage facilities, 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.
- To provide mechanical and fitting services to other sections of Council including Environment and Health, Recreational Services and 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

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The position is required to undertake the installation, maintenance, repairs, upgrade of all water supply and sewerage facilities, 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. This equipment is located at our dam and numerous treatment plants, pumping stations, reservoirs, and along the water and sewer networks across the Shire.

The Position also provides 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 requires knowledge of a very broad range of mechanical equipment and processes found in today's sophisticated water and sewerage treatment and transport facilities and utilised by Council.

The position requires a broad range of trade skills related to the water industry.

The position is required to be part of a "24 hour On Call Roster", currently one week in five, to provide emergency response to mechanical breakdown of critical Water supply and sewerage plant and equipment. The incumbent must also reside within the area designated for "On Call" to be eligible, to minimise response times to 30 minutes.

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. The position will generally take charge of work sites requiring confined space entry, where contract and/or other Council staff are involved, due to their training and experience in this area.

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The position has a particular responsibility for the supervision and direction of an assistant and or apprentice. The position will often direct contract and/or other Council staff providing services at various project stages.

An experienced incumbent may be required to act for the Supervisor during periods of absence.

The position is to be familiar with Council's purchasing system and procedures to be able to source and order replacement parts and equipment as required.

The position is required to communicate with and provide information to the Supervisor, Operators, Stores, Contractors 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).

#### 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"><li>• Required to be involved in roster for 24 hour emergency response.</li><li>• Respond daily to breakdown notifications from a variety of sources and prioritise with supervisor in a timely manner.</li><li>• Meet OMS requirements.</li><li>• Implement works and actions to mitigate Environmental impacts of failures.</li><li>• Implement works and actions to minimise any damage to other assets and property resulting from failures.</li><li>• Diagnosis of faults on a broad range of equipment and carry out rectification works on site as much as possible to minimise down time and cost.</li><li>• Repair and overhaul complicated mechanical, pneumatic and hydraulic components.</li><li>• Manually perform precision machining using lathe and milling machines.</li><li>• Meet system down time for published levels of Community levels of Service.</li><li>• Determine and procure replacement parts.</li></ul>
2. Maintenance	<ul style="list-style-type: none"><li>• Perform Mechanical Scheduled Maintenance Program on Water Supply and Sewerage installations and equipment.</li></ul>

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	<ul style="list-style-type: none"> <li>• Perform Mechanical Condition Monitoring and testing Program on Water Supply and Sewerage installations and equipment.</li> <li>• Respond to daily exception reports generated from SCADAS and Telemetry systems on out of range equipment performance.</li> <li>• Identify any other maintenance requirements.</li> <li>• Carry out mechanical maintenance programs and ad hoc maintenance for other units and sections as required.</li> </ul>
<b>3. Construction</b>	<ul style="list-style-type: none"> <li>• Perform construction and installation works, including component design, fabrication and testing, relating to: pipe work, fittings, platform and ladders, other metal work, access lids and mechanical equipment and associated concrete works for: <ul style="list-style-type: none"> <li>○ New installations</li> <li>○ Upgrade of existing installations</li> <li>○ Replacement of existing installations</li> </ul> </li> <li>• Plan and carry out upgrades and replacement works to minimise down time of the installation to prevent environmental impacts and minimise and loss of service.</li> </ul>
<b>4. Improvements and Testing</b>	<ul style="list-style-type: none"> <li>• Identify and record improvements to installations, maintenance programs, work procedures and equipment.</li> <li>• Diagnose and identify poorly performing equipment.</li> <li>• Interpret complex mechanical, pneumatic and hydraulic drawings.</li> <li>• Recommend and design improvements and modifications for equipment performance, operation or servicing.</li> <li>• Fabrication and installation of improvements.</li> <li>• Investigation/testing of installations and equipment performance and capacities.</li> <li>• Electrical testing as per disconnect reconnect certificate, including resistance, continuity, earthing and direction of rotation.</li> <li>• Testing of various items including: shaft, bearing and coupling alignments, shaft deflection, vacuum testing of seals, pressure, temperature, flow rates etc.</li> <li>• Commissioning of new installations including performance testing and associated documentation.</li> </ul>
<b>5. Safety and Health, Safety and</b>	<ul style="list-style-type: none"> <li>• Perform works in confined spaces on a regular and ongoing basis in accordance with HSES.</li> </ul>

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Environment System (HSES)	<ul style="list-style-type: none"><li>• Perform works on installations and equipment containing or using Hazardous Chemicals, including: gaseous and liquid chlorine, polyelectrolytes, sodium hydroxide, liquid aluminium sulphate, powdered activated carbon, fluoride, lime, liquid oxygen, various petroleum based products, epoxies, adhesives, paints and primers, thinners and cleaners.</li><li>• Able to act as the “competent person” for confined space entries.</li><li>• Control, coordinate and be responsible for all activities on Confined Space Entry work sites in situations where there are multiple gangs and or contract staff involved.</li><li>• Ensure public safety at worksites.</li><li>• Perform works in un-hygienic work environments and potentially high risk sites on a daily basis.</li><li>• Perform works focussing on workplace safety due to inherent nature of the equipment and locations involved.</li></ul>
6. Supervision	<ul style="list-style-type: none"><li>• Responsible to direct an assistant, apprentice and contractors in accordance with Council’s Staff and training policies and Operational Management System (OMS).</li><li>• Training of assistant and apprentice as required.</li><li>• Relieve for Supervisor when required.</li></ul>
7. Reporting	<ul style="list-style-type: none"><li>• Complete scheduled, breakdown and ad hoc work orders, detailing any follow up requirements, for all works on Water and Wastewater Unit assets.</li><li>• Assist in the development of maintenance policies.</li><li>• Complete environmental incident reports as required.</li><li>• Prepare other ad hoc reports as required.</li><li>• Complete all safety, risk assessments and permits as required by OMS.</li><li>• Complete safety incident reports when required and involvement in development of improved safety procedures.</li></ul>

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.

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#### **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, engineers, Manager
- Treatment Plant and Reticulation Operators
- Recreational Services, Environment and Health, Business Undertakings Units
- Stores and Purchasing

##### ***External Relationships***

- General Public
- Trade Suppliers
- Contractors

#### **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.

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#### Selection Criteria

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

1. Demonstrated ability to meet the requirements of 24 hour "on call" emergency response service including the ability to be contacted outside of normal hours and be able to respond to emergency work within times specified by Council policies.
2. A level of literacy and numeracy to ensure reading of job instructions, operation and maintenance manuals and to complete and maintain work records and reports.
3. Eligible to Hold a Trade Certificate in the field of Fitting and Machining or Mechanical field.
4. Current Vehicle Licence – Car
5. Demonstrated knowledge of workplace safety procedures.
6. Demonstrated ability to supervise staff, to work unsupervised and to assess and plan works.
7. Demonstrated ability to work in Confined Spaces, unhygienic and potentially high risk environments.
8. Ability to communicate with Supervisors and Engineers to convey problem solving technical suggestions.
9. Ability to develop technical skills across a broad range of equipment and associated processes.

#### **Desirable:**

10. General Construction Induction Card (White Card).
11. Current Confined Space Entry Certificate.
12. Current Electrical Disconnect/Reconnect Certificate.
13. Current Vehicle Licence – Medium Rigid.
14. Current Dogman Certificate.
15. Crane Operators Certificate.

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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	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
<b>Relationships</b>	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
<b>Results</b>	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
<b>Workforce Leadership (supervisory roles only)</b>	
Manage and Develop People	N/A