

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Water & Sewerage Operator
Grade:	9
Occupant:	Vacant
Department:	Works & Technical Services
Reports to:	Water & Sewerage Team Leader
Direct Subordinates:	Nil
Number of Subordinates:	Nil
Operating Budget:	N/A
Revenue:	N/A
Created:	14 March 2011
Reviewed:	21 October 2015

PART 2: POSITION PURPOSE

- To ensure the efficient and effective operation of the Gilgandra and Tooraweenah water supplies which will involve upkeep, maintenance and repair of all associated plant treatment required for the collection of raw and distribution of treated water.
- To ensure the efficient and effective operation of the sewerage collection networks, treatment works and the effluent disposal system as well as the maintenance and repair of all associated plant and collection units.
- To enquire and/or liaise with members of the public in regard to complaints and/or system breakdowns.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

- Operate and maintain in a safe and presentable condition the Gilgandra water treatment work site.
- Attend to water main and service line breakages and/or irregularities.
- Assist with upkeep and upgrade of water supply assets.
- Operate and maintain in a safe and presentable condition the sewerage treatment works.
- Check, maintain, clean and operate sewerage pump stations.
- Attend to sewer chokes.
- Assist with upkeep and upgrade of sewerage infrastructure assets.
- Assist/attend to any other duties as may be issued by the Water & Sewerage Team Leader from time to time within skills possessed.

This is a general job description only and the employee may be required to perform any other duties as directed by the General Manager and/or their nominee within skills possessed.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential

- Class C Driver's licence
- Basic numeracy and literacy skills
- Water operations certificate
- Sewerage works certificate
- Fluoride Operators certificate
- Confined Spaces Entry certification
- Basic understanding of computer literacy
- Understand the principles of computer based treatment and processing systems
- Ability to perform all labouring duties relevant to the tasks required of the position
- WorkCover WH&S Construction Induction Training (White Card)

Desirable

- Plumbing trade qualifications
- Possession of Loader (LL) / Backhoes (LB) Certificate
- First Aid Certificate

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working Hours:** This position will normally occupy thirty eight (38) hours per week on the basis of a nine (9) day fortnight plus approximately four (4) hours per day every alternate weekend on Saturday, Sunday and Public holiday mornings.

Working hours may at times be varied to satisfy workload, working or weather conditions. Any variation to these times must be approved by the Director Works & Technical Services.

The position will at times (alternate weeks mostly) also be required to be available as '**on call**' for the purpose of providing for the occasional water and or sewage disruption. The '**on call**' is based on a rotating basis provided that the employee is not sick, on holidays or otherwise engaged.

- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional Duties / Relief Duties:** NIL

PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.
- Decisions made by the job holder affect the work and activities of others within the work group or team.
- The work of the job holder influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
- The jobholder is accountable for own work practice. Liability generally lies with the supervisor or Council as the employer.
- The job holder has little or no responsibility for budget development.

- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Judgement and Problem Solving

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to make judgments and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- Little planning is required since activities are self regulating or monitored by others.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

Management Skills

- Occasional supervision of employees performing the same or very similar tasks. personnel.
- The person offers recommendations regarding:
 - Assigning work activities
- The job holder approves and makes final decisions in the following work areas:
 - Coaching

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms.
- The jobholder is required to provide information to customers and assist with routine service problems and should recognize when a problem is 'too delicate' or 'volatile' to be handled by one self and refer to others.
- Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.
- This job requires communication skills which enable the job holder to perform the following activities:
 - Provide information and explain situations
 - Participate in meetings/group discussions
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide and obtain information:

- Other Council Employees (not including direct reports)

Advise or recommend:

- Section Managers/Team Leaders

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide and obtain information:

- Members of the public/residents/ratepayers
- Commercial/industrial/development representatives (eg vendors, builders, clients)
- Employees of other councils
- Applicants for employment

Qualifications and Experience

- Basic working knowledge of several functions plus specialization in one function. Jobs requiring general schooling in a wide range of subjects, with specialist training to TAFE Certificate Level 3 or equivalent (4 years part time).
- It would be expected that the person would have four, but less than seven year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
 - Driving Licence Class LR (Light Rigid)
 - Confined Spaces Legislation Certificate
 - Sewer Treatment Works Certificate
 - Water Treatment Plant Operator Certificate

Specialist Knowledge and Skills

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's own section.
- In addition, the job holder requires the following level of technical skills.

Expert Knowledge areas:

- Pump station operations
- Pump station repairs and maintenance
- water treatment plant repairs and maintenance (leachate)

Solid Working Knowledge areas:

- Pipelaying labouring
- Handling of chemical properties
- Small plant operation (other) (eg Chainsaw)
- Tip truck operation
- Sanitary/sewer plumbing
- Water quality
- Water treatment
- Sewage testing
- Sewage treatment
- Telemetry control systems
- Reticulation systems
- Control and monitoring systems
- Interpretation of test results

Basic Knowledge areas:

- Purchasing and procurement
- Work Health and Safety Program
- Timbering trenches
- Setting out levels
- Traffic control
- Backhoe operation
- Water supply fittings
- Dam safety
- Chemistry/microbiology knowledge
- Trade waste pre-treatment

COMPETENCY STEPS

ENTRY

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
		Assessment Methods Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD	X
Class C Licence	Training Records		
Ability to perform labouring duties	Demonstration		
Basic numeracy and literacy skills	Demonstration		
Basic understanding of computer literacy	Demonstration		
Possession of Water Operations Certificate	Training records		
Possession of Sewerage Works Certificate	Training records		
Possession of Fluoride Operators certificate	Training records		
Confined Spaces Entry Certification	Training records		
Possession of WorkCover Construction Induction	Training records		
Ability to operate rodding machine	Demonstration		
Ability to adjust Sewerage Treatment Works processes	Demonstration		
Ability to clean up pump stations	Demonstration		
Ability to maintain water treatment, sewerage treatment and pump station staff amenities in a tidy, safe and presentable state.	Demonstration		
Ability to maintain water treatment, sewerage treatment and pump station grounds and immediate surrounds in a tidy and presentable state.	Demonstration		

STEP 1

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
Possession of First Aid Certificate	Training records		
Ability to raise manholes	Demonstration		
Ability to seal manholes	Demonstration		
Ability to strip drying beds	Demonstration		
Ability to operate plant controls and equipment	Work Samples		
Ability to undertake inspection of pump stations	Work Samples		
Ability to identify other services	Demonstration		
Ability to monitor algae	Demonstration		
Ability to monitor erosion	Demonstration		
Ability to monitor warning signs	Demonstration		
Ability to carry out routine inspections	Work sample		
Ability to carry out routine maintenance	Work sample		
Ability to monitor condition of sludge/effluent	Demonstration		
Ability to carry out minor vehicle maintenance	Demonstration		

Ability to operate Council radio	Demonstration		
Ability to operate minor plant	Demonstration		
Ability to operate power tools	Demonstration		
Ability to report damage	Demonstration		
Ability to respond with minimal delay	Demonstration		
Ability to work in a team environment	Work samples		
Basic knowledge of materials and fittings	Work samples		
Ability to keep diaries and records	Work samples		
Ability to maintain a safe working environment	Work samples		
Ability to maintain security	Work sample		
Knowledge of WHS procedures	Work sample		
Ability to organise work priorities	Work sample		
Ability to understand store procedures	Demonstration		

STEP 2

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to manage flow through STW	Demonstration		
Ability to excavate and carry out repairs of sewer lines as required	Work samples		
Ability to carry out basic water treatment testing	Work samples		
Ability to clear sewer blockages	Work samples		
Ability to identify odours	Demonstration		
Ability to locate and identify public utilities	Demonstration		
Knowledge of drainage and pipe laying techniques	Demonstration		
Knowledge of building maintenance requirements	Demonstration		
Knowledge of pump station and repairs and maintenance	Demonstration		
Ability to understand maintenance requirements of valves and components	Demonstration		
Knowledge of maintenance requirements of sewage pumps	Demonstration		
Knowledge of emergency repair requirements	Demonstration		
Ability to communicate with the public	Work samples		
Ability to read plans	Work samples		
Ability to repair roads after excavation	Work samples		
Possess knowledge of environmental issues	Demonstration		
Ability to construct services	Demonstration		
Ability to flush mains	Demonstration		
Ability to repair mains breaks	Work samples		
Ability to repair services	Work samples		
Ability to maintain hydrants and valves	Work samples		
Ability to read water meters	Work samples		
Ability to lay pipeline	Work samples		

STEP 3

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
		Assessment Methods Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD	X
Ability to comply with design requirements of water main and service works	Work samples		
Ability to comply with design requirements of sewer main and	Work samples		

service works			
Ability to train one on one	Work samples		
Ability to construct manholes	Demonstration		
Ability to install mechanical equipment	Demonstration		
Ability to install pumps	Demonstration		
Ability to undertake basic repairs of sewage treatment works	Work sample		
Ability to meet and understand licence requirements	Work sample		
Basic chlorination training - water	Training records		
Ability to carry out backwashes – water	Work sample		
Ability to carry out basic testing – water	Work sample		
Ability to maintain chemical treatment equipment – water	Work sample		
Ability to understand telematics system monitoring - water	Work sample		

STEP 4

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to rehabilitate (fit new pumps, slides etc) sewer pump stations	Work sample		
Ability to manage water filtration works	Work sample		
Ability to relieve essential duties of Team Leader	Demonstration		

KEY RINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.