

# Position Description

## Field Operator (Water Cycle)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2017

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
--	----------------

Position limit within salary system: (20 Grade structure)	Grade 3 – Entry to Step 4
---	---------------------------

Status of position:	Permanent
---------------------	-----------

Hours of work per fortnight:	76
------------------------------	----

### Organisational relationships

Directorate:	Works and Civil
--------------	-----------------

Section:	Water Cycle
----------	-------------

Team:	As appropriate to the position
-------	--------------------------------

Work base:	Grafton (Bruce Street) Depot or Maclean Depot as appropriate to the position
------------	--

Position responsible to:	Supervisor (Water & Sewer West) or Supervisor (Water & Sewer East) as appropriate to the position
--------------------------	---

Level of support and supervision:	High supervision
-----------------------------------	------------------

Level of personal management	Low
------------------------------	-----

Level of teamwork required:	High
-----------------------------	------

Supervision of staff:	Nil
-----------------------	-----

Internal contacts:	All staff within Council but primarily within the Water Cycle Section
--------------------	---

External contacts:	General public, government agencies, and private organisations
--------------------	--

**Vision, mission and values**

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym 'STRIVE' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



**Our Values and Behaviours**

<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent travel between worksites

Climbing of ladders and steps

Capable of working in difficult terrain, uneven ground and up and down slopes

Prolonged standing

Frequent bending

Manual handling

Access egress to machines and plant

### Purpose of the position

To undertake relevant works to ensure the delivery of high quality services in Council's Water and Wastewater section, effective and efficient methodology, quality standards, procedures and documentation

Convey information on Council issues

Ensure that activities comply with all WHS policies and procedures

### Major duties and responsibilities

Undertake water and wastewater construction and maintenance works, including but not limited to pipe laying construction and repair, sewer and water repairs, reticulation repairs, assisting with pump station maintenance and assisting with sewage treatment plant operations, ensuring cost efficient delivery of service and a safe working environment for employees and the public

Operate designated items of plant within the operators capabilities and certification, e.g. front end loader, backhoe, excavator, crane

Read water meters

Ensure works are undertaken to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- active involvement in injury prevention and management, and return to work programs
- risk assessments
- selection and use of appropriate safe work codes and traffic control plans
- plant pre start check lists
- site inductions
- appropriate erosion sediment control

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Demonstrated literacy and numeracy skills

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

#### **Experience**

Demonstrated experience in a similar role requiring civil construction and maintenance works, preferably in the water or wastewater industry

#### **Position related skills**

Communication skills including the ability to liaise with the public

Ability to follow instructions

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### **Licences/tickets, clearances, membership**

Current MR Licence

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Confined Spaces Accreditation

Statement of attainment or Ticket, or ability to demonstrate competence for plant such as backhoe, excavator, front end loader

Safe Work Near Overhead Powerlines Certificate

High Risk Work Licence Class 'CN' - Non-Slewing Mobile Crane

High Risk Work Licence Class 'DG' – Dogging

#### **Experience**

Basic computer literacy

### Other features of this position may include

The position may require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

### Other features of this position may include

Call back

May need to start at Sewage Treatment Plant, Water Treatment Plant (Upper River positions) or Shannon Creek Dam (Upper River positions), as required

Must be available for weekend and public holiday rosters

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

### Declaration

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*