

Position Description

Senior Field Operator (Water Cycle)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: August 2019

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 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works and Civil
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Section:	Water Cycle
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Team:	Not applicable
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Work base:	Rushforth Road Works Depot or Townsend Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
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Position responsible to:	Water Cycle Supervisor (West) or (East)
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Level of support and supervision:	Medium level of independence
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Level of personal management	Medium
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Level of teamwork required:	High
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Supervision of staff:	Supervise the daily work of up to 5 staff
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Internal contacts:	All staff within Council but primarily within the Water Cycle Section.
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External contacts:	Integral Energy, Electricians, Telstra, Contractors, General Public
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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

Safe	
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
Teamwork	
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?"
Respect	
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
Integrity	
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
Value	
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
Engagement	
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

Climbing of ladders and steps

Capable of working in difficult terrain

Prolonged standing

Frequent bending

Manual handling (up to 20kg)

Access and egress to machinery and plant

Purpose of the position

To provide day to day water and sewer operations and maintenance to Council's assets. To carry out these operations and maintenance tasks in a safe and efficient manner.

To undertake maintenance, repair and construction of Council's Water Supply and Sewerage facilities

Provide timely, accurate and succinct information on Council issues

Ensure that activities comply with all WHS policies and procedures

Major duties and responsibilities

Undertake maintenance, repair and installation of water and sewerage reticulation, pumping stations and services, ensuring cost efficient delivery of service and a safe working environment for employees and the public

Assist with coordination and undertake reading of water meters

Convey information regarding training requirements of staff

Provide input to staff competency and performance appraisals

Request purchase orders for works undertaken in the position

Coordinate delivery of materials and services required to complete Council designated works

Ensure works under the position's control are completed to required standard, including completion of appropriate documentation

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

Convey information regarding the state of Council's asset/infrastructure and suggest remedial action

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

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Major duties and responsibilities

Must be available to participate in an on call roster .

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

Certificate III in appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Class MR Drivers Licence

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

Experience

Demonstrated experience in a similar role

Position related skills

Work supervisory skills, the ability to organise the duties of staff and to resolve conflict

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

Demonstrated experience in the use of water and/or sewerage maintenance equipment

Demonstrated experience in pipeline installation and repair

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

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

Education and knowledge

Certificate IV in a relevant discipline

Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines Certificate

High Risk Work Licence Class 'DG' - Dogging

Licensing for various plant and equipment (e.g. front end loader/backhoe, excavator, loader)

Confined Spaces Accreditation

Current Class HC Drivers Licence

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

Desirable selection criteria**Experience**

Basic computer literacy

Staff management skills, including the ability to lead and motivate staff

Other features of this position may include

For the purposes of wearing Breathing Apparatus or respiratory protection equipment (RPE) staff are required to be clean shaven.

After hours emergency call outs

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