

## Position Description

### Ganger - Pump Station



<b>Position Title</b>	Ganger - Pump Station	<b>Role ID</b>	WOGAN1
<b>Division</b>	Engineering	<b>Unit</b>	Water and Wastewater - Operations
<b>Job Grade</b>	4A	<b>Award</b>	38
<b>Reports To</b>	Operations Coordinator - Reticulation		
<b>Revised/Created</b>	Sep 2021 - Revised		

### Primary Objective

- To supervise and coordinate the maintenance of water & sewer pumping stations and associated facilities, ensuring safe and efficient operation while minimising the risk of sewer odours, blockages and overflows.

### 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 responsible to the Coordinator Reticulation for the supervision and organisation of the maintenance and routine operation of sewage pumping stations and associated rising mains, water pump stations and supporting the mechanical, technical and reticulation network teams as required.

The purpose of this position to ensure that all Pump Stations and associated facilities are maintained to a high standard to minimise the risks to the environment and public health including overflows, blockages, noise and odour generation. The position is also responsible for the safety and performance of the team, and driving good communication across the disciplines that are also engaged in managing and operation of these assets.

The role will assist with identifying operational improvements, and work with the mechanical, technical and reticulation network teams to implement improvement actions. The role is responsible for co-ordinating and communicating planned and un-planned shutdowns of the sewer reticulation system.

The position may be part of an on-call pool for after-hours response to sewer shutdowns.

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. Resource and staff coordination	<ul style="list-style-type: none"><li>• Support Supervisor/Coordinator in carrying out performance management and people management requirements with team.</li><li>• Actively manage teams performance to promote and build relationships within team and across other workgroups.</li><li>• Coordinate equipment, contract plant and staff to fulfil weekly maintenance requirements for team.</li><li>• Provide reactive customer liaison for odour and pump station related issues and complete necessary CSRs.</li><li>• Attend regular operational meetings to assist in the coordination of workforces, resources and planning needs.</li></ul>
2. Emergency Works - unplanned repairs	<ul style="list-style-type: none"><li>• Can be oncall / called out for emergency response works.</li><li>• Coordinating shutdowns of sewer systems in response to overflows, blockages and breaks..</li><li>• Assist in vacuum truck and traffic control planning as required.</li><li>• Liaise with Electrical group for unplanned power outages and manage generator movement, combined with testing and inspection of the generators.</li><li>• Levels of Service to be adhered to and minimise the risk to public health during events.</li><li>• Receive and act on daily exception reporting for pump stations.</li></ul>
3. Maintenance – Preventive and Corrective	<ul style="list-style-type: none"><li>• Coordinate and oversee cleaning and inspection of relevant sewer pumping stations and surrounded flooded gravity mains.</li><li>• Coordinate maintenance and supplies for odour management facilities including vents, filters and dosing systems.</li><li>• Implement and assist with scheduled maintenance and condition monitoring programs on sewerage rising main valves.</li><li>• Providing relevant pump station information to Mechanical / Electrical / Technical Supervisor and</li></ul>

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	<p>other staff on station operation, issues needing correction.</p> <ul style="list-style-type: none"><li>• Completing MEX / Workforce work orders for self and ensuring team completes as required, ensuring all necessary information is captured.</li><li>• Oversee the maintenance and replacement of vents, filters, ventilators and other odour Control equipment such as MHL delivery / dosing.</li><li>• Assist in the completion of testing on Pump Stations including pump tests (Flow/pressure), odour gas / liquid sampling and pH testing.</li><li>• Assist in the coordination of clearing of sewer easements with the Reticulations Networks team..</li><li>• Monitor and report on ground maintenance and monitoring at all sewer and water pump facilities and organise improvements as required.</li></ul>
<b>4. Investigation, Testing Reporting</b>	<ul style="list-style-type: none"><li>• Collect and relay known pump station faults both mechanical and electrical and prompt notification to relevant Supervisor.</li><li>• Lead identify and escalate wet weather inflow problems / issues.</li><li>• Lead escalate any suspected illegal discharges to sewer and reporting to Trade Waste Section.</li><li>• Identifying and reporting any non-urgent structural, safety or other maintenance required on stations or adjacent surrounds to Supervisor for placement on future works lists.</li></ul>
<b>5. Safety</b>	<ul style="list-style-type: none"><li>• Carry out works in Confined Spaces on a regular and ongoing basis in accordance with Safety requirements.</li><li>• Assist in on-site isolations and tag out of pump stations in accordance with procedures.</li><li>• Organise entry for self and others, or to act as the “Competent Person” for Confined Space Entries.</li><li>• Coordinate and assist other sections with complex Confined Space Entries and emergency rescues setup.</li><li>• Organise traffic control requirements for planned and unplanned works.</li><li>• Identify, report implement improvements on safety issues within scope of work including site access, work at heights and fall protection.</li><li>• Ensure Public Safety at work sites while any work is conducted.</li></ul>

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	<ul style="list-style-type: none"><li>• Carry out works in un-hygienic work environments and potentially high risk sites as required.</li><li>• Monitor and promote safe working practices within team.</li><li>• Complete regular safety toolbox talks.</li></ul>
<b>6. Operations</b>	<ul style="list-style-type: none"><li>• Oversee sewer rising main and pump station shut downs co-ordination and valves, air valves and marker maintenance.</li><li>• Liaise and coordinate with the relative program manager with sewer relining shutdowns,</li><li>• Investigate and report back on odour problems within the sewer network.</li><li>• Prompting notification of faults, chokes, overflows to Supervisors and actioning as required to minimise consequences.</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.

#### **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](#)

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#### Organisational and External Relationships

##### **Organisational Relationships**

- Water Unit Reticulation Supervisors
- M&E Supervisors
- Treatment Plant Reticulation Operators
- Stores

##### • **External Relationships**

- General Public
- Contractors as required

#### 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

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

1. Demonstrated knowledge of the operation and maintenance of the sewer and water reticulation network systems.
2. General knowledge of pump station operation, maintenance, safety, control and function.
3. Demonstrated capability with staff supervision, staff, work and resources allocations
4. A level of literacy and numeracy competence to ensure reading of job instructions and plans, maintenance of records and completion of standard reports.
5. Demonstrated ability to lead work in confined spaces such as sewer manholes and pump station wells.
6. Ability to plan and organise material and resources for planned and unplanned work.
7. Current Vehicle Licence – Car.
8. Confined Space Certification or ability to obtain with refresher.

##### **Desirable:**

9. Current Vehicle Licence – Medium Rigid.
10. Local knowledge of Tweed Shire Council Sewerage Networks.

##### **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](#)

<b>Personal Attributes</b>	<b>Minimum Standard</b>
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	Intermediate