



Position Description

POSITION TITLE:	Water and Sewer Operator
DEPARTMENT:	Assets and Infrastructure Services
REPORTS TO:	Urban Services Overseer
SALARY SYSTEM GRADE:	Grade 3-4
REMUNERATION PACKAGE:	Superannuation On call allowance (as per roster) Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

To assist the Urban Services Overseer with the operation, maintenance, and construction of Council's infrastructure assets.

Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 1 Level 4

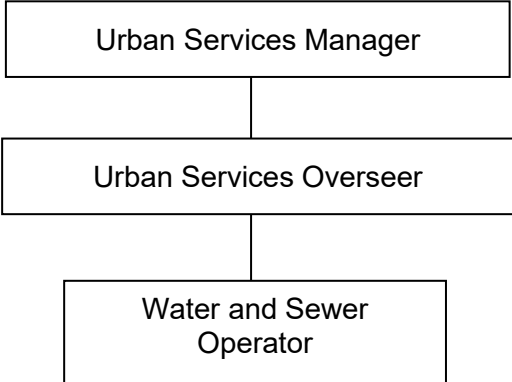
Organisational Relationships

WITHIN DEPARTMENT: Urban Services Manager
Executive Assistant Assets and Infrastructure
Overseers and Gangers
Technical and professional staff

WITHIN COUNCIL Salary staff
Contractors

EXTERNAL TO COUNCIL
(e.g. community, business & other government) Businesses
Government Departments
Contractors
Residents
Consultants

Organisational Chart



Schedule of Duties

- Operation of Water Treatment Plant to ensure effective and efficient operation of the plant.
- Assist in the operation of Sewerage Treatment Works to ensure effective and efficient operation of the plant.
- Maintain the Water Reticulation and Sewer Infrastructure.
- Attend after hour call outs as required.
- Assist Councils Urban Services Overseer as directed.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures.
- All plant and equipment checks and report of damage in accordance with Council's requirements are met
- Perform other work duties within capabilities as allocated from time to time by Overseer

Role Capabilities

This position is a 'career-graded' position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.




The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>



Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities. Table 1 also outlines the qualifications and experience required for appointment at each Grade under this position.

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 1: Role requirements

Technical Requirements		Grade 3	Grade 4
Qualification		-	Water/Sewer Industry Qualification
Driver's Licence		Class C	Class C
Role Capabilities			
Capability Group	Capability Name	Level	Level
 Personal attributes	Manage Self	Intermediate	Adept
	Display Resilience and Adaptability	Foundation	Foundational
	Act with Integrity	Foundation	Intermediate
	Demonstrate Accountability	Intermediate	Intermediate
 Relationships	Communicate and Engage	Intermediate	Intermediate
	Community and Customer Focus	Foundation	Intermediate
	Work Collaboratively	Intermediate	Intermediate
	Influence and Negotiate	Foundation	Foundational
 Results	Plan and Prioritise	Intermediate	Intermediate
	Think and Solve Problems	Foundation	Intermediate
	Create and Innovate	Foundation	Foundational
	Deliver Results	Adept	Adept

 Resources	Finance	Foundation	Foundational
	Assets and Tools	Intermediate	Intermediate
	Technology and Information	Foundation	Intermediate
	Procurement and Contracts	Foundation	Foundational
 Workforce Leadership	Manage and Develop People	-	Foundational
	Inspire Direction and Purpose	-	Foundational
	Optimise Workforce Contribution	-	Foundational
	Lead and Manage Change	-	Foundational

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment to the role. The focus capabilities for this position are outlined in Table 2 and 3.

Table 2: Focus Capabilities for Grade 3

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	Foundation	<ul style="list-style-type: none"> Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Work Collaboratively <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and contributions

Table 2: Focus Capabilities for Grade 3

Group and Capability	Level	Behavioural Indicators
Results Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Table 3: Additional Capabilities for Grade 4

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Workforce Leadership Optimise Workforce Contribution <i>Hire and deploy people effectively and apply sound workforce planning principles</i>	Intermediate	<ul style="list-style-type: none"> • Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team • Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them • Ensures that team members make effective use of time and resources

Table 4: Skill progression

Level	Skill required
1 (Grade 3, Step 1)	<ul style="list-style-type: none">• Able to implement WHS in the workplace• Able to assist with watermain breaks and sewer chokes• Able to undertake grounds maintenance• Able to assist with laying water and sewer reticulation pipes• Chemical Handling Certificate• Working at Heights Certificate
2 (Grade 3, Step 2)	<ul style="list-style-type: none">• Confined Space Certificate• MR Heavy Vehicle Driver's Licence• Traffic Control Certificate• Able to complete standard forms and reports• Able to use technology to facilitate work
3 (Grade 4, Step 1)	<ul style="list-style-type: none">• NSW Water/Sewer Industry Qualification• Able to operate Water Filtration and Sewerage Treatment Plant• Able to perform Water or Sewage tests, and record and report test results• Able to coordinate worksite activities• Able to implement purchasing and procurement requirements• Operate plant and equipment.• Able to maintain water or sewer reticulation assets
4 (Grade 4, Step 2)	<ul style="list-style-type: none">• Record and report test results• Able to respond to failed plant and equipment• Able to develop safe work method statements.• Able to implement WHS, risk, quality and environmental management in the workplace
5 (Grade 4, Step 3)	<ul style="list-style-type: none">• NSW Fluoride Operators Certificate• Able to supervise the work of contractors and sub-contractors• Able to understand Test Results• Able to undertake equipment Inspection and Maintenance• Able to identify system non-conformance• Able to apply risk management
6 (Grade 4, Step 4)	<ul style="list-style-type: none">• Keeps up to date with changes to water and sewerage maintenance and plant operation functions• Has a wide and practical understanding of water and sewerage plant and maintenance functions• Able to explain a wide range of water and sewerage operations (specific to water and sewer plant / maintenance operations)• Environmental controls are implemented to comply with Council and legislative procedures• Able to solve complex problems in the workplace• Able to undertake purchasing of plant and equipment• Able to train and instruct others in water and sewage plant operator and maintenance duties

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

(insert date)

Signed: _____ Date: _____