



CARRATHOOL SHIRE COUNCIL

'Promoting our future through diversity'

POSITION VACANT **WATER AND SEWER OPERATOR – ISWS166**

Council is seeking a suitably qualified and motivated individual for a Water and Sewer Operator, based at Goolgowi.

The key functions are the effective and efficient operation of Water and Sewerage plant and maintenance of water and sewerage reticulation systems to ensure the provision of a reliable service to the community.

The position will be offered on a fulltime basis. Hours of work are 38 hrs pw with a rostered day off each fortnight. Salary will be in the range of \$986.41 to \$1,075.19 pw plus allowances, dependent upon skills, qualifications and experience.

To obtain further information please visit www.carrathool.nsw.gov.au/council/positions-vacant

If you have any questions about the role, please contact Sam Chaudhari, Manager Water and Sewer, on 0407 402 860.

Applications should be marked with the position number and be addressed to the General Manager. Applications close 4pm on Friday, 27 September 2019.

You must be an Australian Citizen or hold permanent residency, (proof must be provided with your application), to be eligible for these positions. Carrathool Shire Council is an equal opportunity employer and values diversity.

Rick Warren, General Manager PO Box 12, GOOLGOWI NSW 2652
02 6965 1900 www.carrathool.nsw.gov.au



Position Description

Position Title:	Water & Sewer Operator
Department:	Infrastructure Services
Classification:	Grade 7 Carrathool Shire Salary System
Employment Condition:	Local Government (State) Award
Additional Benefits:	Rostered Day Off
Basis of Employment:	Permanent Full Time 38 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

POSITION PURPOSE

This position is responsible for the effective and efficient operation of Water and Sewerage plant and maintenance of water and sewerage reticulation systems.

Repair and maintain council's assets including plant and equipment to ensure the provision of a reliable service to the community and promote the image of council as an efficient organisation.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Water & Sewer
Direct reports:	Nil
Internal Liaisons:	All Council staff
External Liaisons:	Members of the public, government agencies, insurers and external bodies

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.
- Exceed customer expectations by accurately identifying and resolving their complaints.
- Take part proactively in community consultation and provide inputs in developing and implementing communication strategies for the council and W&S department.

Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Comply with Council's Code of Conduct and requirements of EEO and anti discrimination policies.
- Ensure accurate and timely record keeping in accordance with Council's requirements.

Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.
- Contribute to work health and safety of self and others.
- Attend and participate in all training as directed.

Risk Management

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

Environmental Responsibilities

- Consider the protection of the environment when undertaking Council activities.

KEY ACCOUNTABILITIES AND DUTIES

1. Operate and maintain Water and Sewer treatment plants efficiently to meet regulatory requirements.
2. Operate and maintain Water and Sewer reticulation systems in safe and efficient manner to serve the community.
3. Monitoring of and compliance with Critical Control Points (CCP's) related to water treatment plant and reticulation systems to achieve specific process outcomes.
4. Operate and maintain water disinfection systems.
5. Repair and maintain reservoirs to ensure they are operating efficiently.
6. Use all type of equipment and plant to provide Water and Sewer services to the community.
7. Operate and maintain swimming pools to ensure water quality is within the require standards.
8. Provide support and help as required to other W&S teams across the shire.
9. Effectively use technology including by not limited to computers / iPad etc to monitor and manage water and sewer systems.
10. Assist in developing documents such as SWMS or procedures relating to Water & Sewer.
11. Work in a team environment and independently.
12. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimise workplace illness/disease. The following

vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus

- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

SELECTION CRITERIA

Essential

1. Basic understanding of water and sewer treatment plant and reticulation operations.
2. Working ability to operate and maintain various items of plant and equipment.
3. Basic understanding of chlorination systems.
4. Experience in general labouring activities and maintenance techniques.
5. Demonstrated experience in the use of Microsoft office programs and data entry.
6. Demonstrated knowledge of safe working procedures and skills.
7. General Induction for Construction certificate (White card).
8. Class C Driver's Licence.

Desirable

1. Certificate III in Water Operations or related discipline.
2. Confine Spaces Certificate.
3. Chemical Accreditation – AQF Level III.
4. Qualifications in Traffic Control.

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: _____ <i>Employee</i>	Date: _____
Signed: _____ <i>Human Resources Representative</i>	Date: _____

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

REVISION

Date	Amendment
Dec 2017	reviewed

Job Demands

PHYSICAL DEMANDS		Freq.
Sitting	Remain in a seated for an extended period of time	O
Standing	Standing in an upright position without moving about	O
Walking /Running	Walking or running on even surfaces	C
	Walking or running on uneven surfaces	F
	Walking up or down steep slopes	O
	Walking whilst pushing objects	O
Bending/Twisting	Forward or backward bending or twisting at the waist	F
Kneeling/Squatting	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	F
Squatting/Crouching	Squat or crouch posture to perform tasks	F
Leg / Foot Movement	Use of leg and / or foot to operate machinery	F
Climbing	Climbing up or down stairs, ladders, scaffolding etc	O
	Climbing under or over machinery	I
Lifting/Carrying	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	I
	Light lifting and carrying: 0 – 9 kgs	F
	Moderate lifting and carrying: 10 – 15 kgs	O
	Heavy lifting and carrying: 16 kgs & above	I
Reaching	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	O
Pushing/Pulling. Restraining	Using force to hold / restrain or move objects toward or away from the body	F
	Pushing/pulling objects also includes striking or jerking	F
Hand/Arm Movements	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	R
Grasping	Gripping, holding, clasping with fingers or hands	C
Manual Dexterity	Fine finger movements – keyboarding, writing, tightening a nut	F
Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	I
Driving	Operating any motor powered vehicle/plant	F
	Operating any motor powered vehicle on unsealed road	O
Head/Neck Postures	Holding head in a position other than neutral (facing forward)	F
	Repetitive movements of hands and arms	O

SENSORY DEMANDS		Freq
Sight	Sight is an integral part of work performance, eg. computer operation, work at night	F
Hearing	Environmental / noisy area e.g workshop, machinery	O
Smell	Smell is an integral part of work performance, eg. Working with chemicals	F
WORKING ENVIRONMENT		Freq
Dust	Exposure to atmospheric dust eg sawdust	F
Gases	Working with explosive or flammable gases	O
Fumes	Exposure to noxious or toxic fumes	O
Liquids	Working with liquids that may cause skin irritations if contact is made	F
Biological Hazards	Exposure to body fluids, bacteria, infectious disease , waste, garbage etc.	F
Extreme Temperatures	Environmental temperatures are less than 15 °C or more than 35 °C	F
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	C
Slippery / Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground	O
Confined Spaces	Claustrophobic work	F
Hazardous Substance	Handling, transporting, storage of hazardous substances	F
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
	Customer service involving interacting with distressed or angry people	I
	Interacting with people with mental illness / disability	I
	Working with dead or injured animals	N/A

EXPOSURE TO FACTOR - FREQUENCY KEY:

R	Repetitive	Multiple times in an hour
C	Constant	On average more than 5 times per week
F	Frequent	On average 3-4 times per week
O	Occasional	On average less than twice a week
I	Infrequent	On average once a month or less
N/A		Not relevant

Definition: Extended Period – More than one hour at a time