

# Essential Services Officer

## Position Description



**Position number** Multiple Positions  
**Directorate** Council Services  
**Department** Essential Services  
**Immediate Supervisor** Coordinator Council Services  
**Supervising Positions(s)** Nil.  
**Level** TT 4 – Technical

<b>Position Approval</b>  Keith Hassett Director Council Services  <b>20/11/2024</b> Review and Approval Date
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Position Objective

Maintenance of Power, Water and Sewerage infrastructure in accordance with PowerWater Essential Services agreement, relevant legislation, contractual requirements and MacDonnell Regional Council (MRC) policies and procedures

### Key Duties and Responsibilities

- Maintenance of all power generation, water and sewerage infrastructure
- Regular servicing of power generation units and maintenance of PowerWater infrastructure
- Maintain aircraft landing areas (ALA)
- Maintain vehicles, tools, plant and equipment allocated to delivery of the service
- Attend PowerWater emergency and after hours call outs, including attending actual or potential interruptions to Essential Services or other critical events.
- Attend medical evacuations as required
- Attend to Official Order Requests (OOR) as required
- Quote and assess the scope of any additional works as required
- Daily reporting – attend PowerWater scheduled calls and seek/provide advice; complete power, water and sewerage readings
- Weekly reporting – submit log sheets, vehicle inspection reports
- Monthly reporting – water samples, street light audits, stock audits, airstrip reports
- Quarterly reporting – power and water meter readings
- Develop, supervise and mentor indigenous and relief trainees in the performance of specified duties
- Liaise with PowerWater internal and external contractors
- Communicate to a range of stakeholders and provide expert advice on PowerWater related matters
- Undertake all duties in accordance with relevant legislation, acts, standards, regulations and PowerWater guidelines and procedures
- Operate a range of heavy plant and equipment
- Undertake municipal works duties as a member of the Civil Works team

### Skills and Attributes

- Ability to lead, motivate and mentor fellow team members to foster independence and increase local ownership of service
- Ability to work independently with responsibility for own work outputs
- Ability to solve problems within area of expertise using knowledge and past experience or training, including obtaining advice from PowerWater technical coordinators
- Literacy, numeracy and computer skills to collect data, complete standard reports and correspondence
- Ability to communicate effectively with internal and external stakeholders in a range of cross cultural situations providing advice in relation to power, water and sewerage matters



# Essential Services Officer

## Position Description



### Role Requirements

#### Essential

- Current C Class Drivers Licence
- At least 6 months experience in a similar role
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Relevant plant and equipment tickets
- Current White Card
- 4WD Certificate
- Ability to obtain and maintain NT Working with Children (Ochre) Card
- Satisfactory completion of Criminal History Check

#### Desirable

- Trade qualifications
- Current First Aid Certificate
- Working at Height Certification
- Certificate 2 in Rural Operations or equivalent
- Certificate 2 in Remote area Essential Services
- Previous experience living and working in a remote location
- Previous experience in working for an organisation operating across multiple sites

### Travel Requirements

This position is based in a remote community and will occasionally require work travel to Alice Springs and other communities in the MacDonnell Regional Council area of service.

### Physical Requirements

The role requires the following physical aspects:

- Standing for extended periods
- Working outdoors in direct sunlight
- Manual handling of objects above 10Kg
- Travel on unsealed roads

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Position Reporting Structure

Coordinator Council Services

Essential Services Officer