

Position Description

POSITION TITLE:	Water and Sewer Attendant
DEPARTMENT:	Engineering Services
SECTION:	Water and Sewerage
CLASSIFICATION:	Band 1 Level 3 Grade 5
REPORTS TO:	Water and Sewerage Coordinator
DATE OF LAST REVIEW:	21 November 2023

PURPOSE OF THE POSITION

To complete works to ensure the continued operation of Council's water supply and sewerage reticulation systems including investigations, maintenance and repair as well as construction work required to upgrade or replace the same.

SELECTION CRITERIA

Essential

1. Physically fit
2. Basic literacy and numeracy skills
3. Class C drivers licence
4. NSW Work Cover Construction Induction Card
5. Experience in the water and wastewater industry particularly in relation to the installation and maintenance of water supply and wastewater infrastructure
6. Basic level of competence in use of hand tools
7. Basic computer skills including the use of hand-held tablets.
8. Participate in an after-hours on call roster and perform weekend overtime as directed.

Desirable

9. Certificate III in Water Industry Treatment or equivalent (Water or Wastewater) and experience in the operation of a water or wastewater treatment plant.
10. Confined Spaces Certificate
11. Experience in the use of water jetting and CCTV equipment
12. MR Drivers Licence
13. Senior First Aid certificate

KEY RESPONSIBILITIES

- Assist in day to day operation, maintenance and repair of Council's water supply and sewerage reticulation infrastructure including pipelines, access chambers, valves, hydrants and reservoirs
- Construct new water mains and sewer mains as required
- Install water service connections and meters
- Install sewer service junctions on existing mains.
- Become familiar with and implement Council's operation and maintenance procedures for water supply and sewerage reticulation
- Respond to emergency maintenance such as broken mains and sewerage blockages.
- Keep water mains clean by regular flushing
- Read water meters
- Become knowledgeable in and assist with the operation and testing procedures for Council's water supply and sewerage treatment facilities as required
- Become knowledgeable with the chemicals used in water supply and sewerage operations and their safe use
- Keep records of work carried out
- Record all daily works in a diary
- Complete daily timesheet and plant sheet
- Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the Water and Sewerage Co-ordinator and/or Depot Co-ordinator.
- Work to an on-call roster as determined by the Water and Sewerage Coordinator.
- Work weekend overtime as directed to assist in the operation and monitoring of water supply and sewerage treatment plants
- Other duties may be allocated by the Water and Sewerage Coordinator or senior staff. These will be in accordance with the employer's range of skills, competence, training and/or experience or be part of a training / development program.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none">• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm• Participate in development of safe work methods and risk assessments with your supervisor when required;• Actively participate in WHS inductions and training when required;• Wear personal protective equipment (PPE) in the prescribed manner and when specified;• Participate in workplace inspections if required;• Take care of any plant or equipment of any kind, including computer and other telecommunication devices;• Participate in emergency preparedness training, including any required knowledge for business continuity plans• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.• Report all injuries/illnesses to the General Manager (or delegate) immediately;• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Continuity of operation of Council's water supply and sewerage reticulation systems.
- Compliance with Council's policies, procedures and codes
- Demonstrated conformance to WHS policy and procedures
- Demonstrated use of Safe Work Method Statements (SWMS) and standard operating procedures
- Attendance at training sessions
- Quality of work and ability to follow instructions
- Proper care of tools and equipment
- Routine maintenance completed in accordance with program and best practice
- Works completed within acceptable time frame
- Emergency maintenance carried out promptly
- Finished work conforms to industry standards
- Profile/recognition of Council within the general community

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: