

Upper Lachlan Shire Council



Position	Water & Sewer Service Operator
Reports to	SENIOR WATER & SEWER SERVICE OPERATOR
Directorate	ENVIRONMENT AND PLANNING
Band/Level	B2/L2
Grade	10
Date revised	2021

Primary Purpose

Operate and maintain Council's water and sewer plants, infrastructure and networks to ensure the delivery of efficient, effective and safe water and wastewater services for the community.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Undertake maintenance, routine housekeeping, improvement work and inspections associated with Council's water and sewer plant, equipment and systems including but not limited to reticulation, rising mains, valves, hydrants and fittings, water services and water meters, access points, house connections and minor pump wells according to legislative and regulatory requirements and Council policy and procedure.
- Undertake maintenance, routine housekeeping, improvement work and inspections associated with Council's swimming pool plant, equipment and systems including but not limited to pumping, filtration, chemical dosing and reticulation according to legislative and regulatory requirements and Council policy and procedure.
- Collect, analyse, maintain and report on operational information and data associated with the operation, maintenance and inspections of Council's water and sewer services.
- Assist in the preparation of estimates or obtain quotes, for works associated with Council's water, sewer and swimming pool operation.
- Use resources efficiently, effectively and responsibly to complete work in a timely manner.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct (including customer service), making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with internal and external WHS regulations, policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Water, sewer & waste team	Government agencies and authorities
Other staff	Community members

Essential Criteria

1. (a) Certificate III in Water Industry Operations or equivalent, or (b) DPIE Water I and II, plus DPIE Sewer I and II Certification, or (c) Certificate III in Plumbing or Electrotechnology Electrician.
2. Candidates without Certificate III in Water Industry Operations or equivalent are required to obtain Certificate III in Water Industry Operations within two (2) years of commencing employment.
3. Contemporary knowledge and demonstrated experience in the maintenance and operation of a water and sewer plant, infrastructure and systems.
4. Contemporary knowledge and demonstrated experience in the operation and maintenance of SCADA and/or telemetry systems.
5. Proven ability to work independently or productively as a member of a team and contribute to team goals.
6. WHS General Construction Induction (White) card.
7. Current Class C Drivers Licence.
8. Available to work after hours, including evenings, weekends and public holidays, and participate in the on-call roster.

Desirable Criteria

1. Unit of competency for Self-contained Breathing Apparatus and Test Atmosphere (MSMWHS216)
2. Confined Spaces ticket.
3. Certificate of competency and demonstrated experience operating a front-end loader/backhoe.
4. Current HR licence.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Water & Sewer Service Operator



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Knowledge of WH&S and WorkCover regulations in relation to water / wastewater services operations and public safety.
2	Detailed knowledge of water or wastewater services operations and quality criteria applying to reticulated potable water supplies and wastewater reticulation operations.
3	Knowledge of standard traffic control procedures
4	General knowledge of water and or wastewater treatment plant operations.
5	Apply knowledge of ordering practices to obtain materials and chemicals and items from Council store
6	Have clerical and literacy skills sufficient to maintain works records and provide reporting requirements.
7	Have drivers licence - Class C.
8	Have current experience in the provision of water/wastewater services.
9	Have current qualifications as a water treatment plant operator and/or as a wastewater treatment plant operator.
10	Ability to understand and read mechanical and civil engineering drawings relating to water/wastewater services operations.
11	Ability to install and repair water / wastewater pipes and fittings associated with water and wastewater treatment plant operations.
12	Ability to construct and maintain water, wastewater reticulation mains including water services, water meters sewer manholes and house connections.
13	Have confined space operations certificate

14	Be available for on call on a roster basis.
15	Be available for weekend duties on a rotation basis.
16	Have industrial equipment certification for Backhoe/Front end loader

STEP 2

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Consistently relieve service operator in charge, wastewater operator in charge and water operator in charge
2	Estimating of works and ordering of materials.
3	Have accredited manual handling training
4	Have accredited hazardous substances training.
5	Experience and competence with swimming pool pumping, filtration, chemical dosing and reticulation systems
6	Wastewater Treatment Operators Training – Level 1A (DLWC or equivalent)
7	Fluoride Operators Course.
8	Telstra Locations Course.

STEP 3

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all skills in Step 3, they are eligible for an increase in their rate of pay.

1	Have cross connection certification and application to work place.
2	Have accredited trench shoring training
3	Have backflow prevention certification and application to the workplace.
4	Determining of work priorities in accordance with budget allocation.
5	Understand asset management concept and commence applying to workplace situation.
6	Prepare budget submissions and reports.
7	Industrial equipment certification for Forklift.
8	Water Operators Courses 1 & 2.

STEP 4

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all skills in Step 4, they are eligible for an increase in their rate of pay.

1	Asset assessment and maintain asset management register for designated components of water/ wastewater services systems.
2	Determine an annual program of works for designated components of the water/wastewater services including preventative maintenance schedules, upgrades and replacement programs.
3	Ability to use telemetry equipment applicable to relief operations at the water and wastewater treatment plants.
4	Coordinate asset replacement program
5	Supervise capital improvement projects

STEP MAXIMUM COMPETENCIES REQUIREMENT

To achieve Step Maximum Competencies the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum Competencies will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Competencies will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Competencies.

Note: Competencies will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps