

## POSITION DESCRIPTION

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**Position:** Water and Sewerage Systems Operator

**Division:** City Infrastructure

**Section/Unit:** Water & Sewerage

**Grade:** Grade 7/8/9

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**Responsible To:** Water and Sewerage Supervisor

**Responsible For:** Labourer

**Lateral Associations:**

Internal

Manager Water and Sewerage  
Manager Engineering operations  
Supervisor - Water, Sewerage  
Other Operational Staff

External

Customer & Ratepayers  
Contractors & Suppliers

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**It is a mandatory condition of employment that all employees:**

- adhere to Council's Code of Conduct;
  - promote and participate in a culture of sustainability;
  - actively participate in Council's Business Excellence Framework and continuous improvement strategies;
  - while at work, take reasonable care for the health and safety of persons who are at their place of work and who may be affected by their acts or omissions at work and adhering to all WH&S policies, procedures and practices; and
  - follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
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## **PRIMARY PURPOSE**

To provide efficient and effective water and sewer main monitoring, operations and maintenance in accordance with relevant standards, guidelines and policies.

## **POSITION OBJECTIVES**

As part of a small team:

1. Monitor, operate and maintain Council's water supply and sewer assets in an acceptable working order and to relevant standards, specifications, guidelines and policies.
2. Construct new water and sewer assets to plan and specification.
3. Contribute to the continual improvement of Council's water and sewerage business line.

## **FUNCTIONS & RESPONSIBILITIES**

Working within a team and as directed ,this role's responsibilities include (but are not limited to):

- Construct new water and sewer assets to plan and specification.
- Repair and renew water and sewer assets in accordance with established plans.
- Conduct basic and regular water quality sampling, testing and analysis in accordance with the program and formally report the findings.
- Assist with monitoring, operating and maintaining Council's cyclical chemical dosing systems on its potable water network.
- Monitor, operate, maintain, repair and regulate valves and hydrants.
- Assist in pump station operations and maintenance.
- Responsible for water meter installations.
- Conduct water flow and pressure tests.
- Conduct water mains flushing as programmed.
- Clear sewer blockages as they occur.
- Assist with the maintenance of Queanbeyan's potable water reservoirs.
- Care, control, maintain and operate Council's utility vehicle and associated plant and equipment.
- Implement erosion and sediment control plans at work sites
- Implement traffic management plans at work sites.
- Conduct sewer main CCTV and smoke testing inspections.
- Inspect and report on the condition of assets.
- Respond to emergencies such as breaks and failures in a timely manner.
- Complete and submit paperwork as required.
- Participate in Council's on call roster system and have a maximum response time of 20 minutes from the initial request from the on call supervisor to arrival on site within Queanbeyan City boundaries.
- Carry out relevant duties, as requested that are within the limits of the employee's skill, competence and training.

## **DELEGATIONS            NIL**

### **QUALIFICATIONS and EXPERIENCE**

#### **Essential:**

- Trade certificate from a recognised TAFE, in a plumbing field or Water Industry Operators Certificate and/or demonstrated experience in a similar position.
- Clear writing literacy and numeracy skills.
- Ability to achieve results in a busy outdoor based environment.
- Demonstrated ability to work independently or in a team environment.
- Demonstrated customer-focussed approach
- Ability to analyse situations and to follow established processes.
- Possess and maintain a current MR driving licence (a mandatory condition of employment).
- A knowledge and understanding of the principles and practices of EEO and WH&S, and an ability to apply them to the work practices.

#### **Desirable:**

- First Aid Certificate.
- Confined spaces certification
- Working at heights certification
- To be capable of writing standard reports.
- Ability to apply initiative and innovative approaches to problem solving and decision making.

### **STANDARD PERFORMANCE CRITERIA**

- Always be supportive of management policies with regard to vision, goals, interpersonal relationships and comply with Council's adopted Code of Conduct.
- Become one of the team and maintain a realistic level of industrial harmony.
- Maintain an excellent level of attendance and punctuality.
- Strictly adhere to Council's WH&S policies, procedures and practices so as to maintain the high safety standard of Council.
- Be courteous to the general public at all times and ensure that no comments on Council matters are to be made to the general public. Report any unusual observance to Management via the Supervisor.
- Perform all tasks required for the successful and efficient completion of all work to quality, cost, and timing standards as approved by Council

# SKILL PROGRESSION REQUIREMENTS

Position: Water and Sewerage Systems Operator

Position No. EOP533

***This Section sets out the skill progression requirements for the position. These include:***

- ***Common skills (including Our Values) and standards that apply to all positions at each salary level; and***
- ***The job specific skill progression requirements for each salary level.***

*Note: where skills based progression is not reasonably available at a higher salary level (e.g. salary levels 2 or 3) for positions generally at Grade 10 and above, performance based salary progression will apply and the supervisor and employee will jointly develop agreed performance objectives and standards for the next review period.*

**You will need to refer to the Job Specific Skills Section when completing the Annual On-line Employee Performance Appraisal.**

## COMMON SKILLS INCLUDING OUR VALUES *(apply at each salary level)*

Work Effectively in the Council Environment	
Accept responsibility for and manage own work	<input type="checkbox"/> Work area is well organised and safe in accordance with relevant standards/policies <input type="checkbox"/> Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken <input type="checkbox"/> Work load is reviewed and prioritised within allocated timeframes <input type="checkbox"/> Responsibilities and duties are performed in accordance with work standards and Council policies and procedures. <input type="checkbox"/> Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes.
<i>Partnership</i>	<input type="checkbox"/> Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships <input type="checkbox"/> Information relevant to the work is shared with colleagues/co-workers and cooperation is promoted to achieve required output and work standard <input type="checkbox"/> Meets Commitments to undertake work or assist other staff. Including reliability, punctuality and attendance <input type="checkbox"/> Communication with staff at all levels is appropriate to the workplace standards and promotes cooperation at all times <input type="checkbox"/> Problems and conflict are recognised and resolved and/or referred to appropriate person/s
<i>Innovation</i>	<input type="checkbox"/> The principles of equal employment opportunity are observed and implemented <input type="checkbox"/> Strives to explore, learn and develop sustainable outcomes through best practice for the benefit of the community, within the scope of the position.
Participate in workplace change processes	<input type="checkbox"/> Implications of change for the workplace and own job are identified, and suggestions for improving the work are contributed in a constructive way <input type="checkbox"/> Agreed changes to improve work outcomes are acted upon
Customer Service	
<i>Integrity and Professionalism</i>	<input type="checkbox"/> Deals with our customers, both internal and external, in an open, honest and ethical manner to create an environment of mutual respect, trust and professionalism.

<i>Customer focus</i>	<input type="checkbox"/> Engages with customers in an effective and efficient manner to provide exceptional customer service. <input type="checkbox"/> Communication with the public is conducted in a courteous manner and the information provided is accurate and timely and in accordance with council policy <input type="checkbox"/> Standards of personal presentation and contact with customers is in accordance with council policy and guidelines <input type="checkbox"/> Complaints or disputes are identified and resolved promptly or referred to the appropriate person/s
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#### **Confidentiality**

Maintain confidentiality of information and records	<input type="checkbox"/> Confidentiality of information and records is maintained in accordance with any relevant legislation and Council requirements
Maintain records	<input type="checkbox"/> Ensure that all actions, decisions and documents on behalf of Council are appropriately recorded into the corporate record keeping system.

#### **Occupational Health and Safety**

Follow workplace procedures for hazard identification and risk control	<input type="checkbox"/> WH&S issues in the work area are recognised and reported to designated responsible staff according to workplace procedures and WH&S legislation <input type="checkbox"/> Workplace procedures for dealing with accidents, fire emergencies and risks are followed whenever necessary within scope of responsibilities and skills
Contribute to participative arrangements for the management of OH&S	<input type="checkbox"/> Contributions to participative arrangements for OHS management in the workplace are made within organisational procedures and scope of responsibilities and skills

#### **Emergency Response**

Follow emergency response plans	<input type="checkbox"/> Emergency response plans are promptly executed as and when required.
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### **Job Specific Skill Requirements**

<i>Skill Area</i>	<i>Standard for the Application (Use) of Skills</i>
<b>Entry Level</b>	
Trade Certificate	<input type="checkbox"/> Trade Certificate from a recognised TAFE in or Water Industry Operations Certificate
Communication	<input type="checkbox"/> Clear writing and numeracy skills <input type="checkbox"/> Basic computer skills <input type="checkbox"/> Basic report writing
Driver's Licence	<input type="checkbox"/> Possess and maintain a current Class C driving licence (a mandatory condition of employment)
<b>Level 1</b>	
Plan the reticulated service maintenance	<input type="checkbox"/> Work is planned and undertaken in accordance with WH&S requirements <input type="checkbox"/> Tasks are assigned to appropriate licensed personnel to meet reticulated services job requirements <input type="checkbox"/> The work site is prepared in accordance with the regulations of relevant authorities and signed to meet Australian Standards <input type="checkbox"/> Opportunities for on site training are identified and acted upon <input type="checkbox"/> Ability to interpret plan and information to locate mains and fittings
Carry out reticulated service maintenance	<input type="checkbox"/> The correct reticulated service is accurately located and identified <input type="checkbox"/> Defective components are repaired or replaced as required <input type="checkbox"/> Components are serviced to specification <input type="checkbox"/> Functional tests of items are carried out <input type="checkbox"/> Work site is clean and orderly during reticulated service maintenance to meet Council requirements <input type="checkbox"/> Services are returned to their intended purpose to ensure ongoing usefulness <input type="checkbox"/> Service is reinstated after maintenance work has been passed at final inspection <input type="checkbox"/> Pipe cleaning and flushing is performed in accordance with organisational, standards and statutory requirements.
Complete necessary	<input type="checkbox"/> Documents are completed and filed to meet Council requirements

<b>Skill Area</b>	<b>Standard for the Application (Use) of Skills</b>
documentation	<input type="checkbox"/> Reticulated service plans are modified to reflect work completed <input type="checkbox"/> Details of completed jobs are recorded to assist in improving standards of reticulated services
Oxy Welding	<input type="checkbox"/> Accounts are forwarded for payment where appropriate <input type="checkbox"/> Pipes and fittings are silver soldered and satisfy functional testing requirements <input type="checkbox"/> Internal and external surface treatment of pipes and fittings is carried out to meet organisational requirements <input type="checkbox"/> Repaired pipes and fittings meet test specifications
Install flow control and metering devices	<input type="checkbox"/> Installation of flow controlling devices is planned and is carried out in accordance with manufacturers/organisation/statutory requirements <input type="checkbox"/> Installation of flow metering devices is planned and carried out in accordance with manufacturers/organisation/statutory requirements
Clearing blocked sewer with Jet Cleaner Prepare and restore worksite	<input type="checkbox"/> Ability to access sewer blockage and utilisation of Jet Cleaner to clear blockage <input type="checkbox"/> Identify location of the blockage and determine responsibility for clearing blockage <input type="checkbox"/> Worksite boundaries and requirements are determined from specifications and instructions <input type="checkbox"/> Water industry or other utility assets are located to prevent accidental damage <input type="checkbox"/> Worksite equipment, tools and materials are selected and used appropriate to the task/s to meet specifications <input type="checkbox"/> Manual or mechanical excavation equipment is used where required to achieve specifications <input type="checkbox"/> Appropriate drainage/diversion of site inflows is provided from worksite without damage to the environment <input type="checkbox"/> Excavations are backfilled and compacted where required in accordance with specifications <input type="checkbox"/> Worksite is restored to meet environmental and organisational requirements
Construct/install drains, pipes and associated fittings	<input type="checkbox"/> Bedding or foundation is laid in accordance with specifications <input type="checkbox"/> Pipes and fittings are selected and laid/joined in accordance with manufacturers/organisation/statutory requirements <input type="checkbox"/> Prefabricated channel sections are selected, placed and joined in accordance with manufacturers/organisational/statutory requirements <input type="checkbox"/> Install pipes, fittings and prefabricated components meet test specifications
Maintain drains, pipes and associated fittings	<input type="checkbox"/> Damaged channels, pipes and fittings are repaired to meet specifications <input type="checkbox"/> Debris, silt and obstructions are removed in accordance with organisational requirements
Water mains flushing and Water Quality	<input type="checkbox"/> Water mains are flushed as per agreed programme and procedure. <input type="checkbox"/> Water quality is monitored and results recorded. <input type="checkbox"/> <input type="checkbox"/>
Maintain records	<input type="checkbox"/> Information is recorded clearly, accurately and legibly in accordance with Council and legislative requirements <input type="checkbox"/> Records are secured, accessible and kept up-to-date
Operation and Maintenance of allocated vehicle.	<input type="checkbox"/> Vehicle is operated and maintained in accordance with WH&S, Council policy/requirements and site conditions <input type="checkbox"/> Arrange for maintenance with manufacturers requirements <input type="checkbox"/> Tools and equipment allocated to be maintained and secured in good working condition.
Work Ethics	<input type="checkbox"/> Demonstrated ability to act independently <input type="checkbox"/> Be a team player and capable of gaining and maintaining peer respect <input type="checkbox"/> High levels of energy, drive and determination <input type="checkbox"/> To be a customer focused person <input type="checkbox"/> Demonstrated initiative and innovative approaches to problem solving and decision making <input type="checkbox"/> Adaptability and flexibility in the face of changing circumstances
Communication	<input type="checkbox"/> Good level of communication skills, both oral and written <input type="checkbox"/> To be capable of writing standard reports
MR Licence	<input type="checkbox"/> Hold a current MR Driving Licence

<b>Skill Area</b>	<b>Standard for the Application (Use) of Skills</b>
<b>Level 2</b>	
Council policy and procedures	<input type="checkbox"/> Completion of induction and compliance with policy and procedures
Select/Modify Traffic control Plans	<input type="checkbox"/> Holds a current certificate <input type="checkbox"/> Preparation of traffic control and work site plans
Operate Plant	<input type="checkbox"/> Plant is operated in accordance with plans and instructions
Jet Cleaner (MR Licence)	<input type="checkbox"/> Plant is operated in accordance with the requirements of statutory authority regulations and according to site condition and operating procedures
Compaction Equipment	<input type="checkbox"/> Problems with the operation of the plant are identified and reported
Pumps	<input type="checkbox"/> Any variations affecting plant operations are identified and assistance/advice sought
Oxy Equipment/Tools	<input type="checkbox"/> OH&S requirements are adhered to
Cut off saw	<input type="checkbox"/> Towing of trailers is carried out in accordance with RTA requirements
Undertake confined space training	<input type="checkbox"/> Holds appropriate certificate
Application and adherence to confined spaces requirements	<input type="checkbox"/> Demonstrates ability to apply confined spaces requirements in accordance with legislative requirements
Monitor and Inspect	<input type="checkbox"/> Inspections/tests are carried out on plant and equipment in accordance with manufacturer's specifications and Council procedures <input type="checkbox"/> Plant is serviced/maintained in accordance with plant requirements and Council standards <input type="checkbox"/> Major services and repairs are arranged in accordance with Council procedures <input type="checkbox"/> Materials needed for working operation of the plant are arranged in accordance with Council procedures
Maintain records	<input type="checkbox"/> Information is recorded in accordance with Council and legislative requirements <input type="checkbox"/> Details are recorded clearly, accurately and legibly <input type="checkbox"/> Records are secured, accessible and kept up-to-date
Preparation of erosion and sediment control plan for worksites	<input type="checkbox"/> Plan is in accordance with EPA Act and local Government Act. No breaches of legislative requirements for worksite
Chemical Dosing Units	<input type="checkbox"/> Information is recorded with regards to chemical usage <input type="checkbox"/> Plant and dosing systems are operated and maintained as per manufacturers recommendations <input type="checkbox"/> Disinfection procedures are in line with legislative and organisational requirements.
Pump stations	<input type="checkbox"/> Pumps are operated and maintained as per manufacturer's recommendations. <input type="checkbox"/> Wet wells are maintained and washed as per programme
Knowledge of products and materials applicable to plumbing and drainage works	<input type="checkbox"/> Maintain knowledge of current trends and new products in Water Industry.
Inspect/test and repair of BF devices	<input type="checkbox"/> Holds appropriate certificate to allow inspection/testing and repair of BF devices <input type="checkbox"/> Complete appropriate paperwork and update register annually
<b>Level 3</b>	
Learning and Development	<input type="checkbox"/> Attendance at, and active participation in, Council's ABEF and Cultural activities.
Complete required documentation	<input type="checkbox"/> Documentation produced is completed to meet Council's requirements.