***Wentworth***

**Serving our community**

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| Position Description – Water and Waste Water Operator |  |

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| **Directorate** | **Roads and Engineering** |
| **Location** | **Wentworth** |
| **Classification/Grade/Band** | **ATT2, Level 1A** |
| **Position Code** | **5103** |
| **Date position description approved** | **July 2020** |

# **Council overview**

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas.

Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed.

The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

# **Primary purpose of the position**

* Support the water delivery and waste water disposal across Wentworth Shire Council’s townships.
* To undertake day to day operational duties as part of Council’s Water and Waste Water team.
* To ensure waste water treatment plants, water reticulation networks, water pump stations and other related water assets are operated and maintained in accordance with best practice.
* To ensure waste water treatment plants, sewerage reticulation networks, sewerage pump stations and other related sewerage assets are operated and maintained in accordance with best practice.

**Duties**

* Operation of water treatment facilities in accordance with all Council policies and procedures to ensure compliance with Council’s drinking water quality policy.
* Undertake regular water quality tests in accordance with procedures
* Operation of waste water treatment facilities in accordance with all Council policies and procedures to ensure compliance with Council’s licences.
* Perform routine preventative maintenance including lubrication, operating adjustments, cleaning and painting equipment.
* Installation and maintenance of pipes, valves and hydrants in water, waste water and plumbing applications within extent of qualifications and experience.
* Conduct and record infrastructure inspections for Council assets.
* Maintain and service water supply and sewerage system plant and equipment.
* Keep accurate and complete records on various aspects of water / waste water treatment.
* Report problems and hazards to Team Leader and/or Assistant Team Leader.
* Accurate reading and recording of household water meters on a quarterly basis.
* Participate in rotating on call roster.
* Conduct emergency repairs to council reticulation systems.
* Provide support and assistance in other Council functions when required.
* Carry out other duties as directed within the scope, skill and competence level of the position and employee.
* Undertake all identified training requirements associated with the position.
* Work to all required safety procedures and ability to identify safety hazards

# **Reports to**

* Team Leader Water and Waste Water / Assistant Team Leader Water and Waste Water

# **Key Selection Criteria - Essential**

* Experience/understanding in water and/or waste water treatment operations.
* Ability to work a 7-day rotating on call roster and available for overtime and after hours duties.
* Demonstrated ability to work effectively and efficiently within a team environment and have the required initiative to get the job done.
* Demonstrated ability to problem solve and adapt to the various daily challenges.
* Demonstrated ability to work to health and safety requirements.
* Experience in general labouring activities and maintenance techniques.
* Have a working understanding on units, fractions, decimals and graphs.
* Experience in using standard computer software.
* Valid and current white card.
* Valid and current drivers licence.

# **Key Selection Criteria - Desireable**

* Qualifications in water operations / treatment.
* Willingness to undertake study to obtain or advance qualifications.
* Working ability and competent to operate and maintain various items of plant and equipment.
* Plumbing or pipe laying experience.
* Confined spaces certificate.
* First aid certificate (training available).
* Qualifications in traffic control (training available).

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | **Manage Self** | **Intermediate** |
| Display Resilience and Adaptability | Intermediate |
| Act with Integrity | Foundational |
| Demonstrate Accountability | Foundational |
| **Relationships** | Communicate and Engage | Foundational |
| **Community and Customer Focus** | **Intermediate** |
| Work Collaboratively | Foundational |
| Influence and Negotiate | Foundational |
| **Results** | Plan and Prioritise | Intermediate |
| Think and Solve Problems | Foundational |
| Create and Innovate | Foundational |
| **Deliver Results** | **Intermediate** |
| **Resources** | Finance | Foundational |
| **Assets and Tools** | **Intermediate** |
| Technology and Information | Foundational |
| Procurement and Contracts | Foundational |

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** Manage Self | Intermediate | * Understands what needs to be done and steps up to. * Pursues own and team goals with drive and commitment. * Shows awareness of own strengths and weaknesses. * Asks for feedback from colleagues and stakeholders. * Makes the most of opportunities to learn and apply new skills. |
| **Relationships** Community and Customer Focus | Intermediate | * Identifies and responds quickly to customer needs * Demonstrates a thorough knowledge of services provided * Puts the customer and community at heart of work activities * Takes responsibility for resolving customer issues and needs. |
| **Results** Deliver Results | Intermediate | * Takes the initiative for the quality and timeliness of the team’s work * Contributes to the allocation of responsibilities and resources to achieve team/project goals * Consistently delivers high quality work with minimal supervision * Consistently delivers key work outputs on time and on budget |
| **Resources** Assets and Tools | Intermediate | * Uses a variety of work tools and resources to enhance products and expand own skill set * Ensures others understand their obligations to use and maintain work tools and equipment appropriately * Contributes to the allocation of work tools and resources to optimise team outcomes |