

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Sewer Attendant
Directorate	Operations
Department	Water & Wastewater
Location	Leeton Shire Council depot, Vance Estate, Leeton
Salary Grading	Grade 5
Employment Status	Fulltime (after successful completion of the three (3) month probation period)
Hours of Work	Currently a nine day fortnight (76 hours – Monday to Friday) –On-call, overtime and weekend work is a requirement of this position
Supervisor	Sewer Treatment Plant Operator in Charge
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Sewer Services and Trade Waste Coordinator▪ Water & Wastewater▪ Open Space & Recreation▪ Roads & Drainage▪ Workshop▪ Administration▪ Human Resources
Key External Stakeholders	<ul style="list-style-type: none">▪ Contractors▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ To operate and maintain sewer treatment plants and/or pump stations and perform daily works pertaining to the construction and/or maintenance of:
 - water and sewer assets, and
 - associated works regarding all water, wastewater, sewerage, drainage and related furnishings.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them

People Management:

Nil

Operations:

- ❖ Operate and maintain a sewer treatment plant
- ❖ Operate and maintain pump stations
- ❖ Work associated with all water and wastewater maintenance, construction and general works as directed by the supervisor
- ❖ Laying piping and/or formworks as and when required
- ❖ Restoration work as and when required
- ❖ Other duties not specified but appropriate to the position or the work of a Sewer Attendant and/or Plant Operator when required to relieve in those roles, as directed by the Operations Coordinator.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must show evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

1. Up to year 12 with at least six (6) months relevant work experience.
2. Must hold a current 'Working in Confined Spaces' certification and experience as stated below in "Operational Skills"
3. Possess and maintain a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrated excellent interpersonal skills with the general public and fellow employees
2. Demonstrate an ability to solve problems by reference to the Supervisor
3. Be a team player and capable of gaining and maintaining peer respect
4. Possess an ability and aptitude to undertake various training and refresher courses and to obtain relevant certificate and licenses as required including Sewer Treatment Operator Certificate – Level 1A.
5. Demonstrate an ability to check own work to ensure proper quality
6. Demonstrate a tolerance for constructive change.

Operational Skills:

- ❖ Demonstrate a thorough understanding and competency in the following areas:
 - Lifting equipment
 - Pipe laying labouring
 - Sanitary/sewer plumbing
 - Pump station and reticulation systems operations
 - Small plant operations
 - Timbering trenches
 - Tip truck operations
 - Use of compressed air equipment
 - Water & sewer construction and maintenance
 - Traffic Control
 - Water quality
 - Water supply fittings
 - Water testing and treatment
- ❖ In order to solve day to day problems, demonstrate a thorough understanding of the following areas:
 - Cleaning
 - Dam Safety
 - Fire safety/evacuation
 - Form work
 - Levels/string lines and work layout
 - Pollution control
 - Sewerage testing & treatment
 - Telemetry control systems
 - Tractor with implement operation
 - Turf care and maintenance
 - Watering systems
- ❖ Demonstrate a basic understanding of the following areas:
 - 2-Way radio operation

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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Sewer Attendant.

Dated this day of 20.....

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Signature