

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	Water Operator
Directorate	Operations
Department	Water & Wastewater
Location	Base is from Leeton Water Filtration Plant, Racecourse Road, Leeton
Salary Grading	Grade 7
Employment Status	Fulltime (after successful completion of a three-month probation period)
Hours of Work	<p>The role works to a roster that includes on-call and weekend work, averaging 38 hours per week. Rosters may change from time to time (in consultation with staff) to meet operational needs and may involve:</p> <ul style="list-style-type: none">- 76 hrs in a fortnight with 4 days off;- 114 hrs in 3 weeks with 6 days off; or- 152 hrs in 4 weeks with 8 days off. <p>The equivalent of a fortnightly RDO is available. A minimum 30-minute unpaid lunch break must be taken.</p>
Supervisor	Water Treatment & Reticulated Services Coordinator
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Fellow Water Operators▪ Water & WasteWater Team, including Manager▪ IT Team▪ Open Space & Recreation Team▪ Roads & Drainage Team▪ Workshop Team
Key External Stakeholders	<ul style="list-style-type: none">▪ Contractors▪ General Public▪ Regulators (eg EPA or DCCEEW)

PRIMARY PURPOSE OF POSITION

- ❖ To operate water filtration facilities and fully maintain the equipment and associated work areas / infrastructure.
- ❖ To assist with water quality assurance testing and reporting.

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 Council water filtration facilities across the Shire and associated assets and work areas in accordance with adopted operating procedures
- ❖ Undertake routine preventative maintenance, validation and calibration of associated water filtration plant assets and reticulation systems
- ❖ Undertake routine water quality field testing and dosing equipment checks
- ❖ Maintain and implement Leeton Shire Council's Drinking Water Management System
- ❖ Maintain and operate assets, plant and equipment
- ❖ Monitor, interpret, and report on data, keeping good records in accordance with standard operating requirements and adopted Leeton Shire Council policies and procedures
- ❖ Undertake routine grounds maintenance
- ❖ Monitor and undertake adjustment processes SCADA (telemetry)
- ❖ Transport and handle hazardous substances relating to water treatment plant processes
- ❖ Liaise with internal and external customers, regulators and other stakeholders when requested by the Water Treatment & Reticulated Services Coordinator

POSITION SKILLSETS

- Water filtration plant operation
- Pump station repairs and maintenance.
- Operation of small plant (ride on mowers, power tools etc)
- Cleaning
- Forklift driving
- General truck driving
- Lifting equipment
- Pipe laying labouring
- Plumbing – Water

- Record keeping
- Reticulation systems
- Telemetry control systems
- Use of compressed air equipment
- Water treatment regulations
- Standard operating procedures
- Water quality
- Water supply fittings
- Water testing
- Water treatment
- Computer operations control
- Dam safety
- Fire safety and evacuation
- Pollution control
- Purchasing, procurement and store procedures
- Watering systems

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:

- ❖ 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 Skills & Qualifications/Licences:

1. Certificate III in Water Operations (with 12 months relevant experience) or willingness and ability to complete such certification within two years of commencement*.
2. Possess certifications in Fluoride, Confined Spaces and First Aid or a willingness and ability to obtain within 6 months of commencement*.
3. It is mandatory to possess and maintain at least a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

**If the required qualifications are not met in time, Council reserves the right to terminate.*

Essential Performance & Behavioural Attributes:

1. Demonstrated excellent interpersonal skills with the general public and fellow employees.
2. Demonstrated knowledge and experience in the use of word processing packages, databases, spreadsheets and email applications.
3. Demonstrated ability to work as part of a team without direct supervision and capable of gaining and maintaining peer respect.
4. Demonstrated ability to solve problems by the application of established work practices or standard operating procedures.

5. Ability and aptitude to undertake various training and refresher courses and to obtain relevant certificate and licenses as required.
6. Demonstrated ability to check own work to ensure proper quality including accurate and timely data.

Desirable Skills & Qualifications/Licences::

- ❖ Experience with water treatment
- ❖ Experience with SCADA (telemetry) and process control systems
- ❖ Forklift licence
- ❖ MR Licence



.....
Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Water Operator.

Dated this day of 20.....

.....
Signature