



Position Description

A. POSITION PROFILE

Position:

Water & Sewer Attendant

Position Evaluation:

Award: Band

Salary System Grade: 5

Conditions of Employment:

*Local Government (State) Award 2020
Australian Citizen or Right to Work in Australia
Permanent Full Time*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Assets

Section/Group:

Water & Sewer Operations

Location:

Cootamundra Gundagai

Direct Supervisor:

Water & Sewer Foreman

Number of staff supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Undertakes day to day operations, repairs and maintenance of Council's Water & Sewage Treatment Plants, pump stations, reticulation systems, and reuse facilities.

C. KEY RESPONSIBILITIES

1. Ensures the efficient operation of the Water and Sewage Treatment Plants, pump stations, reticulation systems and reuse systems, through ongoing monitoring, maintenance & repairs, and construction.
2. Ensures water sampling, testing and recording is undertaken to meet required standards of treated and recycled effluent.
3. Ensures the grounds of the Water & Sewage Treatment Plants facility and related work areas are maintained and presented to required Council standard.
4. Ensure that all activity undertaken at Plant worksites is conducted safely.
5. Attend to sewer and water supply emergency calls, and ensure customer requests are attended to promptly and efficiently.
6. Be available to respond to on-call activities on a rotating on-call roster.
7. Deliver quality customer service to both internal/external customers.

C(ii). AWARD SKILL DESCRIPTORS

Authority and accountability: Completion of basic tasks with work closely monitored by the team leader or supervisor.

Judgement and problem solving: Judgement is limited and co-ordinated by other workers.

Specialist knowledge and skills: Specialist knowledge and skills are obtained through on-the-job training and employer-based induction training. Off-the-job training may lead to trade, technical or professional qualifications.

Management skills: Not required.

Interpersonal skills: Limited to communications with other staff and possibly, with the public.

Qualifications and experience: Completion of School Certificate or the Higher School Certificate may be sought. Completion of an appropriate labour market program or similar short-term work/skills experience is desirable.

D. DUTIES

General Operational

1. Carry out routine maintenance and repair of water and sewerage treatment and pumping stations; monitor reservoir levels, disinfection and pumping records
2. Carry out water filtration, reticulation and sewerage treatment plant construction, Water testing, maintenance and repair
3. Complete inspection/monitoring of water and sewer wells and associated infrastructure.
4. Inspect water manholes and mains as well as Sewerage manholes and mains and report on condition.
5. Operate Water and Sewerage Treatment Works to ensure sustained delivery of service and maintenance of grounds and areas associated with pump stations.
6. Install new and replacement water supply and sewage mains
7. Attend sewer chokes and burst mains, repair and follow up/clean up. Attend to water supply and sewerage emergency' calls.
8. Assist and advise ratepayers with water and sewer problems. Liaise with public and other staff as and when required
9. Utilise electronic monitoring equipment at pump stations, treatment plants and reservoirs.
10. Keep daily records of pump run times, sewer chokes and other activities associated with water and sewer infrastructure. Accounting and other documentation as required
11. Hygienic clean-up of burst mains and sewer overflows; system flushing as required, maintain system integrity.
12. Weekend on call every two weeks after suitable orientation period
13. Provide assistance to Water and Sewer Team as required
14. Accountable for the care, maintenance, servicing & security of tools & equipment
15. Assist with maintaining register of water supply & sewerage assets
16. Assists with management of costs and metering for allocated water and sewerage projects
17. Prepare worksite for safe work operations, locating all utility services prior to excavation using Dial Before You Dig service and implementing Traffic Control Plans.
18. Operate mobile plant and trucks as required and to the level of training and licensing attained.
19. Assist in completion of water meter reading.
20. Carry out any other duties that are within the limits of the employees' skill, competence and training.

Water Sampling and Testing

21. Conduct routine water and effluent sampling, testing and recording.
22. Maintain treated water quality, ensuring it meets required standards for its intended use.
23. Collect and send water/soil samples from Treatment Plant and surrounds, to the correct testing labs.
24. Test influent/effluent water at the various stages of the treatment process, interpret the results and adjust treatment as appropriate.
25. Test and calibrate testing equipment and ensure it is in good working order.
26. Maintain relevant records.

Facilities Maintenance

27. Carry out maintenance at Treatment Plant, Reuse Pump Station and Sewage Pump Stations in accordance with maintenance program and equipment manuals.
28. Undertake routine maintenance on plant and associated equipment according to maintenance schedules.
29. Arrange for repairs to plant and associated equipment as required, ensuring its ongoing operation.
30. Routinely clean, inlet works and clarifier and dispose of screenings, rags and waste.
31. Conduct routine cleaning of Treatment Plant facilities and amenities. Clean buildings at Treatment Plant, Reuse, and Sewage pump station.
32. Conduct routine mowing and grounds maintenance of the Treatment Plant, Reuse and Sewage Pump Station sites.
33. Control weeds around lagoons, Treatment Plant, Reuse and Sewage Pump Stations.

Safety

34. Follow Safe Work Method Statements for the operation of all plant and equipment at the site and associated work activities.
35. Ensure the safety of all persons entering the worksite.
36. Follow Work Health Safety procedures.

E. ESSENTIAL CRITERIA

1. Genuine interest/work experience in pursuing a career in a water & sewer discipline.
2. Demonstrated experience in the use and application of the Microsoft suite of products (in particular, outlook and word).
3. WHS Construction Induction (NSW White card) or equivalent.
4. Demonstrated experience in a laboring role.
5. Proven ability in operation of small plant, equipment and tools.
6. RMS Traffic Controller Certification.
7. Certification in Confined Spaces Entry.
8. Current NSW Class C Drivers Licence or equivalent (Green P's acceptable).
9. Ability to work effectively both autonomously and in a team environment.
10. Demonstrated interpersonal and communication skills.
11. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Medium Rigid vehicle Driving License (MR).
2. Truck Mounted Crane operators Certificate of Competence.
3. Chemical Application certification.
4. Certificate III Water Industry Operations (Waste Water Treatment and or Water Treatment).
5. Experience in Water Treatment Plant Operations and reticulation maintenance.
6. Demonstrated computer skills and ability to use electronic equipment and maintain electronic records.