

Position Description

A. POSITION PROFILE

Position:

Trainee Water & Sewer Operator

Position Evaluation:

Award: Band - Trainee

Salary System Grade: Trainee

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award

2 year minimum Appointment

Additional Benefits:

Nine Day Fortnight

12% Superannuation

Position Occupant:

Vacant

Department:

Operations

Section/Group:

Technical Services

Location:

Cootamundra ☐

Gundagai ☒

Direct Supervisor:

Water & Sewer Supervisor (Gundagai)

Number of staff supervised by this position:

Nil

B. STATEMENT OF FUNCTION

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

NOTE: This is a minimum 2 year appointment. Employment beyond this time is not guaranteed.

C. KEY RESPONSIBILITIES

1. Ensures the efficient operation of the Water and Sewer 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 & Sewerage 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.

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 sewerage 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 wells.
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. Carry out any other duties that are within the limits of the employees' skill, competence and training.

Water Sampling and Testing

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

Facilities Maintenance

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

Safety

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

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 or ability to readily acquire.
4. RMS Traffic Controller Certification (Blue Card or equivalent) or be able to undertake training.
5. Certification in Confined Spaces Entry or be able to undertake training.
6. Current NSW Class C Drivers Licence or equivalent (Green P's acceptable).
7. Working knowledge of roles and responsibilities under the WHS Act 2011.
8. Ability to work effectively both autonomously and in a team environment.
9. Demonstrated interpersonal and communication skills.

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).
5. Certificate III Water Industry Operations (Water Treatment).
6. Experience in Water Treatment Plant Operations and reticulation maintenance.
7. Proven ability in operation of small plant, equipment and tools.
8. Demonstrated computer skills and ability to use electronic equipment.
9. Demonstrated ability to maintain electronic records.
10. Other trade qualifications relevant to the water/sewer industry.