POSITION DESCRIPTION

Smart growth. Empowered communities. Creating opportunities.

Murrumbidgee COUNCIL

POSITION

Position Title:	Town Plant Operator (Water & Sewer)		
Business Unit:	Infrastructure	**Classification/Grade:**	Band 1 Level 3
Position No:	MC 314 MC354	**Reports to:**	Town Supervisor
Location:	Jerilderie	**Positions reporting directly to this position:**	Nil

Primary Purpose of the Position
Assist in the construction, maintenance and operation of Council's water and sewerage systems and associated assets.

Roles & Responsibilities

The **Town Plant Operator** (**Water & Sewer)** is directly responsible for the following roles and responsibilities**:**

1. Operate allocated plant and machinery
2. Undertake the operation and maintenance of both water and sewerage treatment plants, including water sampling and analytical work.
3. Repair of broken water mains and services and clearing of blocked sewer mains and fittings is completed.
4. Undertake the laying of pipes and fittings for extension to Council's water, sewer and stormwater systems.
5. General Town Maintenance, Parks & Garden Functions as required.
6. Perform risk assessments in accordance with WH&S policies and procedures.
7. Attend and participate in toolbox meetings.
8. Conduct vehicle/ plant pre-start checks.
9. Other duties within the skills, competencies and grading of the role as directed by the overseer.

Obligations
- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role.
- Adhere to relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Comply with Council Delegation levels.
- Maintain currency of and compliance with Council's policies and procedures.

- Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Adhere to Council's Code of Conduct and supporting policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:
- Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving:
- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills:
- Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills:
- May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

Interpersonal skills:
- In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

Qualifications & Experience
- Water Treatment – Part 1 Chemical Dosing.
- Wastewater Treatment – Part 1 – Wastewater Treatment operations.
- Verification of Competency on backhoe.
- White card (or general construction induction card)
- Traffic Controller Certificates (Traffic Control & Implement Traffic Control Plans).
- Class C drivers licence.

Desirable Experience/Qualifications
- Experience in local government water & sewerage operations.
- Previous recent experience in local government or other government entities

Authorisation:

Prepared By:	GM/HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.