

## LACHLAN SHIRE COUNCIL



### Position Description

- Position Title:** Plant Operator Reticulation Maintenance Gang/Relief Water and Sewer Operator
- Department:** Infrastructure Services
- Salary:** Grade 5 (Band 1/Level 3)
- Award:** Local Government State Award as varied by the Lachlan Shire Council Enterprise Agreement
- Hours of Work:** 38 hours per week
- Responsible to:** Manager Utilities, Engineer Water and Sewer, and/or Plumbing Officer
- Supervises:** Trainees
- Brief Description:** The primary function is to perform a variety of duties including the maintenance, repair and installation of water and sewerage reticulation, pumping stations and reservoirs, and assist the Operator's with the operation of Council's Water and Sewage Treatment Plants.
- Multi-skilling:** In accordance with the Award, the incumbent and Council are committed to improving the skill levels and removing impediments to multi-skilling and broadening the range of tasks that the employee may be required to perform. The employee will undertake duties, as directed, that they are qualified for.
- Responsibilities:**
- Maintenance and repair, and installation of sewerage and water reticulation, pumping stations and reservoirs
  - Operation and maintenance of Council trucks requiring up to a class 'MR' drivers licence and Council backhoe
  - Occasional driving of trucks requiring up to a 'HR' drivers licence may be required where the incumbent possesses the required drivers licence class
  - Operation and maintenance of plant, including minor plant, e.g. hand held and hand operated machinery such as friction cutter and compactors/rollers
  - Relief Operation and Maintenance of water and sewage treatment plants and pumping stations including testing of water quality and process adjustment to meet regulatory requirements
  - Assist in the maintenance and repair of water and sewage treatment plants and pumping stations in support of the Water and Sewer Operators

- General labouring/operational duties, e.g. pipe laying, removal of waste materials, digging of trenches, concreting works and traffic control
- Read and interpret plans under supervision
- Use leveling equipment such as dual grade lasers and survey automatic levels
- Estimate material quantities required
- Identify and evaluate works conditions
- Ability to locate underground services
- Coaching/training of trainee operators
- Implementation of Traffic Management Plans
- Maintain stores of mains repair materials sufficient for the operations of Council's reticulation
- Foster and maintain Council's Work Health and Safety programs and policies
- Report immediately any unsafe work practices or conditions
- Apply Council policy and procedures
- Implement Council's Sun Protection and Safety Policy for Outdoor Workers
- Liaise with other Council staff and work teams
- In accordance with the Award, the employee is to carry out such duties that are within the limits of the employee's skill, competence and training
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services

**Performance Criteria:**

- Ensure equipment is well maintained and that faults are reported immediately
- Ensure timesheet is completed accurately and punctually
- Ensure that work is of a high quality
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services
- Compliance with Council policies and procedures
- Presents a positive image of Council
- Ensure compliance with EEO provisions
- Level of liaison with other Council staff and work teams
- Ensures that the necessary materials and equipment are on hand to complete projects

**Essential Criteria:**

- Class 'HR' drivers licence
- Backhoe Licence
- Construction Induction Certificate
- Good communication skills
- Commitment to providing high-quality levels of customer service
- Previous work related experience
- Ability to work within a team environment
- Awareness to apply Council Policy
- Traffic controllers certificate
- Developed reading and writing skills, including the ability to write using standard formats and with some original wording
- Previous experience operating and maintaining plant and trucks
- Confined Spaces trained

**Desirable Criteria:**

- Class 'HC' drivers licence
- Forklift and Elevated Work Platform competencies
- Chainsaw certificate
- Manual handling certificate
- Current first aid certificate
- Implementation of Council Traffic Management Plans
- NOW Water or Waste Water Treatment Operator Certificates Part 1 & 2, or Certificate III Water Industry Operations, or equivalent
- NSW Health Fluoride Operators Certificate

**Performance Measures:**

Performance measures for each of the outcome categories will be determined by the Director in collaboration with the Staff member at the completion of the first three months of employment. These measures will be the forms part of the staff members formal Annual Performance Plan.

**Indicative Training:**

Training for the position shall be based upon, firstly to meet the essential criteria identified for the position to bring the employee up to the identified minimum level then to meet the desirable criteria and other training targets identified with the supervisor.

**Accountabilities:**

- Ensure equipment is well maintained and faults are reported immediately
- Ensure timesheet is completed accurately and punctually
- Ensure that work is of a high quality
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services
- Compliance with Council's policies and procedures
- Presents a positive image of Council
- Ensure compliance with Equal Employment Opportunity
- Level of liaison with other Council staff and work teams
- Ensures that the necessary materials and equipment are on hand to complete projects

**Strategic Focus:**

- Actively participate in the strategic planning of the department assisting Council to achieve its goals and visions as outlined in the Community Strategic Plan – Living Lachlan Style
- Playing an active role in the identification and policy development within the Department

**Leadership:**

- Lead by example, promoting fairness, inclusion and equity in all undertakings
- Be respectful, open and transparent in deliberation
- Work with integrity
- Have excellent time management skills, capacity to plan, organise and meet changing priorities
- Be an effective team member exhibiting flexibility, commitment and support

**Engagement:**

- Promote Council positively at work and in the community
- Liaise effectively with all teams of Council

- Provision of courteous, accurate and efficient assistance to Council's internal and external stakeholders including contractors, consultants and the general public

**Customer Service:**

- Provide a strong commitment to responsive, accountable and friendly customer service
- Assist with the Team's responsibilities in relation to Council's Customer Service initiative Council Connect @ Lachlan
- Maintain co-operative and effective communication with internal staff, auditors, contractors, the general public and other stakeholders

**Code of Conduct:**

Employees should act in a manner that promotes Council in a positive way and comply with the Code of Conduct at all times

While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to carry out their duties conscientiously, honestly, fairly and impartially

Employees are required to treat all people with courtesy and respect

**Work Health and Safety Obligations (all staff):**

1. Review the performance of the operational area of responsibility to ensure compliance with the Council's risk management procedures
2. Provide information as required on the operational area's contribution as to Council's occupational health and safety performance
3. In reviewing the performance of supervisors or staff ensure that the performance review criteria are incorporated into the performance agreement as part of promoting a safer Council.
4. In undertaking the performance review, or annual review, of supervisors or staff where necessary draw attention to the need to improve performance with regard to implementing occupational health and safety policies and procedures.
5. Provide support and guidance to supervisors and staff to assist them promote a safer Council workplace.
6. Be satisfied that the operational area that you are responsible for has the capacity to undertake the tasks in a safe manner
7. Identify all foreseeable hazards
8. Ensure that the approach adopted for determining risk assessment is suitable for producing dependable assessments
9. That all risk management procedures represent practical solutions to controlling the assessed risks
10. With regard to the proposed risk management procedures ensure that there is available the resources, technical expertise and skills to enable staff to implement the proposed risk management procedures
11. Where necessary arrange for Council employees to undertake appropriate training to carryout the risk management procedures.
12. In reviewing the hazards identification, risk assessment, and the risk management procedures to be adopted by Council consideration is given to other persons who are not employees of Council and who may be at the workplace
13. Ensure that all Council's hazard identification, risk assessment and risk management procedures are appropriate for the undertaking of the operational tasks
14. While at a Council workplace ensure that Council's risk management procedures are observed
15. Provide support and guidance to supervisors to assist them to promote a safer Council workplace
16. Demonstrate a commitment to supporting a safe Council workplace

- 17. Establish a high standard of commitment for work health and safety
- 18. Be a good role model for employees
- 19. Promote a safer Council

**Performance Criteria – WH&S:**

- Level of compliance with Council’s Work Health and Safety programs and policies
- Level of implementation and application of appropriate safety procedures programs and policies
- All foreseeable hazards have been identified
- With regard to the identified hazards that there has been an assessment of the risks undertaken
- To be satisfied that the approach adopted for undertaking the risk assessments is suitable for producing dependable risks assessment
- In consultation with Council employees and the appropriate manager, risk management procedures be developed to control the risks to an acceptable level
- That the adopted risk management procedures represent workable solutions for controlling the assessed risks
- Immediately attend to, including reporting of, any unsafe work practices or conditions in all Council controlled areas

**Indicative Training:**

Training for the position shall be based upon, firstly to meet the essential criteria identified for the position to bring the employee up to the identified minimum level then to meet the desirable criteria and other training targets identified with the supervisor.

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Director – Infrastructure Services: \_\_\_\_\_

***Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.***