



Position Description

Non-supervisory Employees

Position Title	Water Operations Attendant
Section	Water and Sewer Operations
Division	Infrastructure
Reports to	Water and Sewer Operations Team Leader
Grade	6
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

The primary purpose of this role is to undertake maintenance and construction works associated with the Port Macquarie-Hastings Council water supply reticulation network including water and sewer infrastructure.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Complete installation, repairs and maintenance of water and recycled water services
- Complete connections, repairs and maintenance of water and recycled water mains and other components within the reticulation system
- Work proactively with minimal supervision
- Determine appropriate construction methodologies
- Ensure that tools, equipment and allocated plant is regularly maintained, kept in a tidy/functional state and stored securely when not in use
- Respond to emergencies and organise resources/materials as required
- Start and finish at remote worksites as required
- Work in accordance with WHS legislation and relevant Council policies
- Work in accordance with environmental legislation and relevant Council policies
- Work in accordance with all other relevant legislation
- Contribute to continuous improvement and best practice
- Remain proactive, effective, presentable and convey a positive Council image
- Participate in an after-hours on call roster
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none"> • I communicate with respect • I constructively contribute to team meetings, toolbox talks and conversations • I share information and ideas with colleagues • I ask questions if I don't understand
Accountability	<ul style="list-style-type: none"> • I always work in a safe manner, looking after my own safety and the safety of those around me • I am responsible for my own actions • I take initiative to progress my own work • I follow through on my work commitments
Professionalism	<ul style="list-style-type: none"> • I treat others with respect • I complete my work to the best of my ability • I take pride in my work • I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none"> • I act honestly • I understand and follow the law, rules, policies, guidelines and the Code of Conduct • I treat others the way I wish to be treated • I contribute positively to our work
Teamwork	<ul style="list-style-type: none"> • I look for, and am open to, new and better ways of doing things, together • I am an engaged and enthusiastic team player • I step in to help others when workloads are high • I cooperate with my team members and supervisors



Document Endorsement

Date 7 May 2018 |

Group Manager

Group Manager, Water & Sewer _____

Date 25 May 2018 |

Director

Director, Infrastructure _____

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
