

# Position Description

## Senior Field Operator (Fitter)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** February 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 6 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works and Civil
Section:	Water Cycle
Team:	Water Cycle Operations (Mechanical and Electrical)
Work base:	Rushforth Road Works Depot or Townsend Depot (as appropriate to the position)
Position responsible to:	Supervisor Mechanical & Electrical
Level of support and supervision:	Medium level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Supervise the daily work of up to 4 staff
Internal contacts:	All staff within Council, but primarily within Water Cycle section
External contacts:	Equipment suppliers, contractors

### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent driving between job sites

Climbing of ladders and steps

Capable of working in difficult terrain

Prolonged standing

Frequent bending

Manual handling (up to 20kg)

Frequent use of computer keyboard

### Purpose of the position

To coordinate the delivery of high quality mechanical maintenance and repair services to Council's Water Cycle Section, ensuring effective and efficient methodology, quality standards, procedures and documentation to satisfy user requirements

To provide mechanical maintenance and repair services to other Sections of Council as required

### Major duties and responsibilities

Carry out effective and efficient installation, preventative maintenance and repairs of mechanical plant and equipment

Develop, carry out and report on scheduled maintenance and condition monitoring program

Monitor mechanical plant and equipment reliability and operational performance

Troubleshoot and repair plant and equipment breakdowns to minimise downtime

Ensure that all mechanical works are conducted in accordance with current legislation, codes and standards

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- active involvement in injury prevention and management, and return to work programs
- risk assessments
- selection and use of appropriate safe work codes and traffic control plans
- plant pre start check lists
- site inductions
- appropriate erosion sediment control

Liaise and coordinate with others to ensure efficient delivery of Council services

Assist others with workloads as able and undertake other duties as required

Use Council's maintenance management system to optimise scheduled and unscheduled maintenance.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Mechanical Trades Certificate or equivalent (e.g. Trade Certificate Fitter & Turner, Fitter & Machinist, Maintenance Fitter, Diesel Fitter, Mechanical tradesperson)

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

#### **Experience**

Demonstrated relevant depth of experience in industrial maintenance

#### **Position related skills**

Demonstrated ability to fabricate in steel, aluminium and stainless steel

Previous experience in with computerised maintenance management systems

Communication skills including the ability to liaise with the public

Clerical, administration and organisational skills, including the ability to work with minimal supervision

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### **Licences/tickets, clearances, membership**

Confined Space Accreditation

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Licensing for various plant and equipment (e.g. crane)

High Risk Work Licence Class 'DG' - Dogging

Class MR Licence

Safe Work Near Overhead Powerlines Certificate

#### **Experience**

Experience in the maintenance of sewage treatment plants, water chlorination and/or fluoridation plants and sewage and water pumping stations

#### **Position related skills**

Demonstrated work supervisory skills and ability to resolve conflict

General computer literacy including Basic proficiency in Microsoft Word and email and internet programs

**Other features of this position may include**

Attending after hours emergency call-outs and participation in on-call duties

The position may require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*