

Position Description

Pump Fitter



Position Title:	Pump Fitter	Position Number:	VARIOUS
Division:	Engineering	Job Grade:	JG4A
Unit:	Water and Wastewater	Award base:	38 hours
Unit Leader:	Manager Water and Wastewater	Reports to:	Supervisor - Mechanical
Supervises:	Pump Fitter Assistant and/or Apprentice		
Date Created /Revised:	19/9/2007 / Mar 2009 APNs October 2009 - new format and organisational updates September 2012 - updated to new PD template format July 2014 updates - organisational restructure February 2019 – Updated as per TNA		

Primary Objective

- To undertake the installation, maintenance, repairs, upgrade of all water supply and sewerage facilities, pumping equipment, fixed plant and mechanical equipment to meet set reliability and Levels of Service standards, within a cost effective framework. These are essential services and the community expects a high level of reliability and environmental protection.
- To provide mechanical & fitting services to other sections of Council including Environment & Health, Recreational Services, Business Undertakings, both routinely and as required.

Values Statement

What we value
Living and loving the Tweed.
We look after people and places, explore all opportunities and are proud of our passionate approach.
We care about each other, choose to be here, and are in this together.
We have conversations where everyone can contribute and we are willing to have a go.
We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Water and Wastewater Unit:

The Water and Wastewater Unit is one of four within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning and management and the capital delivery and operations and maintenance of Water Supply and Wastewater systems. It includes the Tweed Laboratory Centre.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position is required to undertake the installation, maintenance, repairs, upgrade of all water supply and sewerage facilities, pumping equipment, fixed plant and mechanical equipment to meet set reliability and Levels of Service standards, within a cost effective framework. These are essential services and the community expects a high level of reliability and environmental protection. This equipment is located at our dam and numerous treatment plants, pumping stations, reservoirs, and along the water and sewer networks across the Shire.

The Position also provides these same services to other sections of Council including, Environment & Health, recreational Services, Business Undertakings both routinely and as required. Examples include swimming pool complexes, fountains, domestic and facility water pressure pumping systems and sewage pumping stations, Stott's Island land fill leachate systems and harbour sewage facilities.



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The position requires knowledge of a very broad range of mechanical equipment and processes found in today's sophisticated water and sewerage treatment and transport facilities and utilised by Council.

The position requires a broad range of trade skills related to the water industry.

The position is required to be part of a "24 hour On Call roster", currently one week in five, to provide emergency response to mechanical break down of critical Water supply and sewerage plant and equipment. The incumbent must also reside within the area designated for "On Call" to be eligible, to minimise response times to 30 minutes.

The position is required to perform work in "Confined Spaces" as defined by legislation as well as un-hygienic and potentially high-risk sites due to the inherent nature of the equipment and locations involved. Works are therefore to be undertaken with a priority focus on work place safety. The position will generally take charge of work sites requiring confined space entry, where contract and/or other Council staff are involved, due to their training and experience in this area.

The position has a particular responsibility for the supervision and direction of an assistant and or apprentice. The position will often direct contract and/or other Council staff providing services at various project stages.

An experienced incumbent may be required to act for the Supervisor during periods of absence.

The position is to be familiar with Council's purchasing system and procedures to be able to source and order replacement parts and equipment as required.

The position is required to communicate with and provide information to the Supervisor, Operators, Stores, Contractors and Public on a daily basis, and other Supervisors, Engineers and Management as required.

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Break Down Repairs	<ul style="list-style-type: none">• Required to be involved in roster for 24 hour emergency response• Respond daily to Breakdown notifications from a variety of sources and prioritise with supervisor in a timely manner• Meet OMS requirements• Implement works and actions to mitigate Environmental impacts of failures• Implement works and actions to minimise any damage to other assets and property resulting from failures• Diagnosis of faults on a broad range of



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	<p>equipment and carry out rectification works on site as much as possible to minimise down time and cost</p> <ul style="list-style-type: none"> • Repair and overhaul complicated mechanical, pneumatic and hydraulic components • Manually perform precision machining using lathe and milling machines • Meet system down time for published levels of Community levels of Service • Determine and procure replacement parts
<p>2. Maintenance</p>	<ul style="list-style-type: none"> • Perform Mechanical Scheduled Maintenance Program on Water Supply and Sewerage installations and equipment • Perform Mechanical Condition Monitoring and testing Program on Water Supply and Sewerage installations and equipment • Respond to daily exception reports generated from SCADAS & Telemetry systems on out of range equipment performance • Identify any other maintenance requirements • Carry out mechanical maintenance programs and ad hoc maintenance for other units and sections as required
<p>3. Construction</p>	<ul style="list-style-type: none"> • Perform construction and installation works, including component design, fabrication and testing, relating to: pipe work, fittings, platform and ladders, other metal work, access lids and mechanical equipment and associated concrete works for: <ul style="list-style-type: none"> • New installations • Upgrade of existing installations • Replacement of existing installations • Plan and carry out upgrades and replacement works to minimise down time of the installation to prevent environmental impacts and minimise and loss of service.
<p>4. Improvements & Testing</p>	<ul style="list-style-type: none"> • Identify and record improvements to installations, maintenance programs, work procedures and equipment • Diagnose and identify poorly performing equipment • Interpret complex mechanical, pneumatic and hydraulic drawings • Recommend and Design improvements and modifications for equipment performance, operation or servicing • Fabrication and installation of improvements • Investigation/testing of installations and



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	<p>equipment performance and capacities</p> <ul style="list-style-type: none"> • Electrical testing as per disconnect reconnect certificate, including resistance, continuity, earthing and direction of rotation • Testing of various items including: shaft, bearing and coupling alignments, shaft deflection, vacuum testing of seals, pressure, temperature, flow rates etc • Commissioning of new installations including performance testing and associated documentation
<p>5. Safety & Health, Safety and Environment System (HSES)</p>	<ul style="list-style-type: none"> • Perform works in confined spaces on a regular and ongoing basis in accordance with HSES • Perform works on installations and equipment containing or using Hazardous Chemicals, including: gaseous & liquid chlorine, polyelectrolytes, sodium hydroxide, liquid aluminium sulphate, powdered activated carbon, fluoride, lime, liquid oxygen, various petroleum based products, epoxies, adhesives, paints & primers, thinners & cleaners • Able to act as the “competent person” for confined space entries • Control, coordinate and be responsible for all activities on Confined Space Entry work sites in situations where there are multiple gangs and or contract staff involved • Ensure public safety at worksites • Perform works in un-hygienic work environments and potentially high risk sites on a daily basis • Perform works focussing on workplace safety due to inherent nature of the equipment and locations involved.
<p>6. Supervision</p>	<ul style="list-style-type: none"> • Responsible to direct an Assistant, Apprentice and Contractors in accordance with Council’s Staff and training policies and Operational Management System (OMS) • Training of assistant and apprentice as required • Relieve for Supervisor when required
<p>7. Reporting</p>	<ul style="list-style-type: none"> • Complete Scheduled, Breakdown and ad hoc work orders, detailing any follow up requirements, for all works on Water and Wastewater Unit assets • Assist in the development of Maintenance policies • Complete environmental incident reports as

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	<p>required</p> <ul style="list-style-type: none"> • Prepare other ad hoc reports as required • Complete all safety, risk assessments and permits as required by OMS • Complete safety incident reports when required and involvement in development of improved safety procedures
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As a member of the Water and Wastewater Unit, the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

<http://tscdotnet/OMS/> .

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position (X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X
Risk Specific WHS Training	Ergonomics and Manual Handling	X
	Hazardous Chemicals Awareness / Asbestos Awareness	X
	First Aid	X
	CPR	X
	Confined Space Training	X
	Operate Breathing Apparatus	X
	Safe Work Near Powerlines	X
	Traffic Controller & Implement Traffic Control Plans	X



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Infection Control and Immunisation Requirements:

This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The potential for occupational exposure is as follows:

Tasks/ Working with	Hepatitis A	Hepatitis B	Tetanus
Pump Fitter	<u>X</u>	<u>X</u>	<u>X</u>
All outdoor workers			<u>X</u>

It is a requirement of this position that all incumbents undertake the recommended course of immunisation for all diseases outlined.

Organisational and External Relationships:

Organisational relationships

- Water and Wastewater Unit supervisors, engineers, Manager
- Treatment Plant & Reticulation Operators
- Recreational Services, Environment & Health, Business Undertakings Units
- Stores and Purchasing

External Relationships

- General Public
- Trade suppliers
- Contractors

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.

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- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

Required Personal Attributes, Knowledge and Competence

Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Demonstrated ability to meet the requirements of 24 hour "on call" emergency response service including the ability to be contacted outside of normal hours and be able to respond to emergency work within times specified by Council policies.
2. A level of literacy and numeracy to ensure reading of job instructions, operation and maintenance manuals and to complete and maintain work records and reports.
3. Eligible to Hold a Trade Certificate in the field of Fitting and Machining or Mechanical field.
4. Hold a current NSW Drivers Licence Class C or equivalent.
5. Demonstrated knowledge of workplace safety procedures.
6. Demonstrated ability to supervise staff, to work unsupervised and to assess and plan works.
7. Demonstrated ability to work in Confined Spaces, unhygienic and potentially high risk environments.
8. Ability to communicate with Supervisors and Engineers to convey problem solving technical suggestions.
9. Ability to develop technical skills across a broad range of equipment and associated processes.

Desirable:

10. WorkCover OHS Induction Training for Construction Work.
11. Hold a current Confined Space Entry Certificate.
12. Hold a current Electrical Disconnect/Reconnect Certificate.
13. Hold a current MR Licence.
14. Hold a current Dogman Certificate.
15. Hold a Crane Operators Certificate.



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16. Hold a current Crane and Plant Electrical Safety Certificate.
17. Hold a current First Aid certificate.
18. Basic welding skills, oxygen/acetylene, electric arc, MIG and brazing.
19. Developed Metal fabrication and precision machining skills.
20. Basic knowledge of hydraulic and pneumatic operations.
21. Demonstrated experience in the maintenance and repairs of pumping and associated equipment, pie work and fittings.
22. Demonstrated knowledge of Water Supply and Sewerage Systems.
23. Basic computer skills and understanding of Maintenance, Telemetry and SCADA systems.